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TIPS ON HOW TO CONQUER THE ADMISSION PROCESS



ApplyTexas Application Updates

- ApplyTexas Application – NOW available on-line for 2011-2012. Available on-line on August 1st.
- Updates to the ApplyTexas Application
 - This is the last year that the Freshmen ApplyTexas application will be available in hard copy. It will be replaced by a worksheet.
 - The Transfer, Transient, Former Student and Code Book hard copies have been discontinued. They are available as a PDF document at www.CollegeforallTexans.com.

ApplyTexas Application Updates (continued)

- Military Information – encourage any student who is a military dependent to complete this section of the applytexas application.
- It is a statewide initiative for all universities and community colleges to be “Military Friendly” institutions of higher education and provide comprehensive services to veterans and their dependents.

ApplyTexas Application Updates (continued)

- Changes to the race and ethnicity codes
 - Students are encouraged to complete this section for statistical purposes. This is important information as we endeavor to “close the gaps” in higher education as per the statewide “Closing the Gaps by 2015” initiative.

Completing the ApplyTexas Application

- Encourage your students to complete the entire application and not leave any questions unanswered. Unanswered questions could delay the transmission of their application to their selected institution and possibly delay their admission decision.
- Assist your students in determining what the exact application requirements are for their chosen institution. Every institution has their own application completion requirements.

Completing the ApplyTexas Application (continued)

- Scholarship and Housing Applications are available and are included as part of many of the institution's ApplyTexas applications. Remind your students to contact their institution of choice by going on-line to their website or by telephone to determine their method of application for scholarships and on-campus housing. The ApplyTexas application will reference or direct the student concerning scholarships and housing for any particular institution.

Completing the ApplyTexas Application (continued)

- Priority Application Dates and Deadlines
 - These dates are listed on the ApplyTexas website for each of the Texas public institutions of higher education and the community college and private institutions who accept the ApplyTexas application
 - Encourage students to check each website for all institutions they are interested in attending for priority application dates and deadlines. Every institution has different priority application dates and deadlines.

Completing the ApplyTexas Application (continued)

- Application Fees are required at many institutions and the fee varies for each institution. There are a few institutions who do not require an application fee.
- Many institutions will not process the ApplyTexas application without receipt of the appropriate fee. This causes a major delay in the processing of their application as the institution has to contact the student concerning the fee. If the notification concerning the fee occurs by hard copy letter, the delay could be as much as 2 – 3 weeks.
- Fee waivers are available at each institution. There are College Board and ACT waivers. The student should contact the institution they are seeking admission to to determine what fee waivers are available to them.

High School Transcripts

- Must be official.
 - Official high school transcripts should be sent electronically to the student's selected institutions.
 - The Texas Records Exchange (TREx) application was mandated by the 79th Legislature, 3rd Called Session, 2006 (House Bill 1). TREX is a web-based software application designed for the exchange of electronic student records.

The TREx application allows school registrars to have the ability to electronically request and receive student records for students who have attended or will be attending Texas public schools. High school registrars and counselors also have the ability to electronically create and send official student transcripts to Texas public colleges and universities using TREx to access the University of Texas (UT) SPEEDE server.

High School Transcript (continued)

Reality: Not all high schools have the technology in place to send the high school transcripts electronically. TEA is addressing this matter.

- What we MUST see on the official high school transcript:
 - **Class rank:** if your high school does not rank, it will delay the admission process at most institutions of higher education. The Office of Admissions at the institution of higher education, depending on their internal process, may contact the high school for the information or wait for the high school to provide documentation that they do not rank their students. This documentation presented in the form of a High School Profile. This could cause another 2-3 week delay.
 - **Grade Point Average (GPA)**

High School Transcript (continued)

- **Graduation Plan** – MUST be indicated on the high school transcript. This is important as all public institutions of higher education are mandated by TEC 51.801 - 51.809 and the subsequent changes made to several of these sections by HB 3826 to assess a student's college readiness according to the pre-college high school curriculum completed.

- It is also important information as the Financial Assistance Offices cannot award a student a Texas Grant unless they have official documentation that the student completed the Recommended or Higher Graduation Plan.

Final Tips:

- For detailed questions regarding admission processes or requirements, you are encouraged to contact the university or college official. Most institutions of higher education have college representatives they send to your high school. These are key contacts who can put you in touch with other university or college officials.

- Encourage your students to apply EARLY for admission, scholarships, financial aid and housing. Do not MISS the deadlines!!
- Encourage your students to meet with the college representatives that visit your high schools. These people can help your students with the admission and other processes.

- Encourage your students to take challenging courses, dual credit courses and complete the recommended or higher graduation plan.
- Encourage your students to take the SAT and/or ACT more than once and to begin taking these tests their junior year in high school.
- Encourage your students to “brag” about themselves and include all their leadership, extra-curricular activities, community service work, jobs, awards, honors and extenuating circumstances on the ApplyTexas application. Many institutions like to receive resumes. This information is important in the review processes at all institutions.
- Letters of recommendation may be required by some institutions. It's never too early to ask for a letter of recommendation from a teacher, counselor, employer or community service representative.
- Essays are required by many institutions. The students should proof read all writing samples before submitting.

My Contact Information

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Questions and Discussion

Thank you!