

# College Application Process

## New Skills

1. Re-create an alphanumeric outline.

## Activity Overview

An outline helps organize and display information in a logical sequence. Outlines are very useful when the writer is trying to organize his thoughts without becoming too concerned about detailed information.

In this activity, you will re-create an alphanumeric outline where Roman numerals, numbers, uppercase, and lowercase letters are used.

## Instructions

1. Open a NEW document in Word.
- ★ *Unless otherwise stated, the font should be 12 point Times New Roman.*
2. Set the page margins to 1" on all sides.
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Change the line spacing to double space for the entire document.
5. Starting on the first line of the document, type and center align the title of the outline, "Getting Started – The College Application Process," then hit ENTER one time.
6. Disable the AutoFormat feature (if it is turned on).
7. Type and format the outline exactly as shown in **Figure 32-1**. Use the default tab settings to align the indented parts of the outline.
8. Carefully proofread the document for spelling, grammar, and accuracy.
9. Save the document as OUTLINE.
10. Print the document if required by your instructor.

**NEW SKILL**

**32****College Application Process**

FIGURE 32-1

**Getting Started – The College Application Process**

- I. College Search
  - A. Research Three Safety Schools
    - 1. Colleges you can get into easily
  - B. Research Three Match Schools
    - 1. Colleges that match your academic qualifications and that you can afford
  - C. Research Two Reach Schools
    - 1. Colleges you wish you could attend but may have trouble getting into
- II. Web Site Searches
  - A. Look at each Website to help determine your opinion of the college
  - B. Check College Majors
    - 1. Determine academic qualifications of your program of choice
      - a. How the process of students selected is conducted
  - C. View Admissions Policies
    - 1. How to begin the process
- III. Compile Your Student Information
  - A. Update your student resume
    - 1. List your accomplishments and activities
    - 2. List your academic achievements and honors
      - a. Honor roll
      - b. Class rank
    - 3. Request grade transcripts from your high school
    - 4. Be sure you have your SAT and/or ACT tests completed
    - 5. Request letters of recommendation
- IV. College Paperwork Process
  - A. Complete applications by hand first
  - B. Write college application essays
    - 1. Proofread essay for grammar, spelling, and punctuation
      - a. Have another person proofread your essays
  - C. Verify SAT and/or ACT test scores have been forwarded
  - D. Submit applications online with essays pasted into spaces provided
  - E. Gather all other information required and photocopy for your records
    - 1. Student resume
    - 2. Recommendation letters
    - 3. Official transcripts
    - 4. Financial information
  - F. Mail all paper college application materials