

TIPS FOR FILLING OUT THE 2018-2019 COALITION APPLICATION

The Coalition Application is available to you now at www.mycoalition.org. You should create an account, and select the “Profile” tab to begin filling out your personal information.

Note: You can complete the “Profile” portion of the Coalition Application at any time, however, many colleges will not allow access to the college specific application until August 1st.

Personal Information

- Please make sure to use your full legal name on this section. **You can click on “Profile help” in the upper right hand corner at any time if you need detailed assistance on a particular section.**
- In this section, you will be required to enter a Social Security number. **If you are applying for aid, you should enter your SS# so colleges can connect your financial aid materials with your Coalition Application. If you are not applying for aid, you do NOT need to enter your SS#. Instead, enter 999-99-9999.**

Contact Information

- You will need to indicate a permanent address and a mailing address in this section. Note: your mailing address should be where you would like to receive any college decision letters and other notifications. **You will need to select “verify address,” and your address will be checked with the Coalition map database to make sure it is valid before this section is complete.**

Demographic Information

- Here you have the option to share information about your ethnicity and any languages you speak. You do have the ability to select multiple boxes and boxes that more specifically describe your background beyond the general categories listed (American Indian, Asian, etc...).

High School Information

- In this section, be sure to include information on any school you have attended during your high school years (grades 9-12).
- Graduation date: May 26, 2019
- **GPA type-** Select “My school does not report GPA.”
- **Rank-** Select “Does Not Rank.”
- **Class size-** Check with your counselor in the fall.
- **High School Counselor-** Here you will choose your college counselor’s information from the existing contacts or add their information. Counselor information:
 - Frederique Dupré, Associate Director of College Guidance
860-687-6352, frederique_dupre@loomis.org
 - Ethan Percy, Associate Director of College Guidance
860-687-6068, ethan_percy@loomis.org
 - David Rion, Director of College Guidance
860-687-6103, david_rion@loomis.org
 - Jed Stuart, Associate Director of College Guidance
860-687-6137, jed_stuart@loomis.org
 - Kathleen Wiggenhauser, Associate Director of College Guidance
860-687-6350, kathleen_wiggenhauser@loomis.org
- **CBO-** If you work with a Community Based Organization or similar program outside of Loomis, please enter this information here.

9th- 11th Grade Coursework Section

- **Note: Some colleges do not require you to self-report all of your courses. Please refer to this list <https://coalitionlocker.zendesk.com/hc/en-us/articles/228098787> or refer to an individual college’s application.**

- Most colleges WILL require you to complete the “12th Grade Coursework” section. Here you will enter the courses you are enrolled in during the 12th grade year.
- This section should be completed once you receive your schedule from the Academic Office in the fall.
 - Loomis reports grades on trimesters.
 - Select the generic course name, but if not exactly correct, write the course name as it appears on your transcript.
 - Type-**
 - List Loomis Advanced courses as such.
 - List Loomis College Level (CL) courses as “Advanced Placement (AP).”
 - Include all term courses for your senior year (fall, winter, and spring). You can indicate that a course is a term course by selecting “haven’t started yet” for “grade.” You could include a brief description for independent studies or other non-traditional courses under “other information.”

SAT/ACT

- We encourage you to self-report your best test scores unless applying to a test optional institution. **Some schools may require you to complete this section in lieu of sending scores.**
- Students applying to a test-optional institution should talk to their counselor about whether to report scores.
- **Remember to update this section once you have completed all of your testing.**
- **Remember, at most schools, you will need to officially submit your test scores through either College Board or ACT.**

Subject Tests

- If you would like to submit Subject Tests, we encourage you to report your best scores in this section.
- If you wish to self-report AP Exams, we recommend reporting scores of 4 or 5.

English Proficiency

- If you are an international student and have a TOEFL score to report, please do so here. For most schools, you will also need to send official TOEFL scores to each school.

Financial Aid

- In this section, you will be asked if you intend to apply for need-based financial aid. You will also be asked a series of questions to see if you qualify for an application fee waiver. If you are unsure how to answer these questions or whether you qualify, please check with your counselor.

Honors & Distinctions

- In this section, you should list Honor Roll, department prizes, Honors Teas, etc., along with any academic awards you have received outside of school (National French Exam, Chem Olympiad, etc.). You have the opportunity to list up to five honors/distinctions. If you have more than five, please choose the five that are most important to you. Not everyone will have honors or distinctions to report - that is okay!

Academic Interests

- You can choose up to three areas of academic interest and list your level of interest on a scale of 1-5 (1 being very interested).

Extracurricular Activities

- Include all activities you have done outside of the classroom since your freshman year, including (but not limited to) clubs, fine & performing arts, student government, religious organizations, sports, jobs, internships, volunteer work, research positions, family responsibilities (i.e. caring for a younger sibling or another family member), etc. This is not the place to be modest—give yourself credit for *all* of the things you do! If you cannot fit everything in the 8 spaces allowed, try to be creative (combine Prefect and RA to one activity, or put a few different community service activities in one space).
- Remember to include activities done outside of LC and at any previous high schools.

- Summer activities are listed in the following year (for example, activities done summer before senior year should be listed as grade 12).
- **List activities in order of importance to you, with the most important items at the top of the list.**
- Do your best to estimate hours per week and weeks per year of each activity. There is space to enter a range of hours.
- You can either use phrases or complete sentences, but be consistent throughout. Either use a period at the end of each section or don't... if you use first person for one, then do it for all.
- Describe items as clearly as possible and avoid using acronyms. Use active verbs to describe your activities and try to emphasize your tangible, measurable impact on the program. For example:
“Organized a group of 150 volunteers to assist 500 athletes in the Special Olympics Time Trials held on our campus.”

Locker

- The Locker is unique to the Coalition Application and offers the opportunity to upload any photos, videos, documents, etc... that you would like to include with your application. Colleges and universities do not have access to the locker until you “share” it with them. If you are unsure what is appropriate to share with a college, please speak with your counselor.
- The Locker is also where you can manage your “Official Documents” (transcripts, recommendations). **Your “Official Documents” will be sent through Naviance, so there is no need to upload them to this section.**
- You can add “contacts” to your Locker by clicking the “Home” heading at the top of the page and then select “Contacts.” Anyone you invite will be asked to create an account if they do not already have one. Your college counselor will appear as a contact if you search their name. **You do not need to invite any teachers to be contacts. Your letters of recommendation will be sent via Naviance.** If you wish to include an additional recommender, you will need to invite them as a “contact” before they can upload a recommendation. Please check with your counselor about whether this is necessary.

Colleges Tab

- Add colleges to your list of schools under the “Colleges” tab in the upper right hand corner. It is important that the list of colleges in your Coalition Application account include all of the schools in your Family Connection “Colleges I’m Applying To” list (minus those that aren’t on the Coalition Application). Your college counselor cannot see the schools you have added to the Coalition Application.
- Once a college has been added to your list, click “Start Application” and select the “I’m a Freshman” box.
- **Profile Section-** here it will list all of the information from your completed Profile that will be shared with the college.
- **Term-** If you choose to apply **Early Decision** to a school, you will need to download the Early Decision Agreement, fill it out, sign it along with your counselor and a parent, and upload it. To upload, you can scan the ED Agreement or take a picture with your phone.
- **Official Documents-** In this section you will be asked to indicate who your recommenders are and who will be submitting your transcripts.
 - **Transcripts- When asked to submit your transcript to specific schools, you should click on the box indicating, “I will be sending my Grades separately, and acknowledge it is my responsibility to ensure it is received by X College.”**
 - **Recommendations- Please choose the box that indicates your recommendations will be sent separately. You do not need to invite any recommenders in this section.**
- **Application Questions-**
 - Writing Supplements can take many different forms. Note that many schools require you to complete some school-specific questions before you are able to see the writing supplement (for example, if you select Arts/Sciences for your program at a school, a specific essay question could pop up relating to that program within the university).
 - You will have the opportunity to submit your Coalition Essay in the individual college’s application. You will need to upload your essay directly from your device or your locker. Make sure your essay is formatted exactly how you would like it to be viewed by an admission officer. Here are the 2018- 19

essay topics:

- Tell a story from your life, describing an experience that either demonstrates your character or helped to shape it.
 - Describe a time when you made a meaningful contribution to others in which the greater good was your focus. Discuss the challenges and rewards of making your contribution.
 - Has there been a time when you've had a long-cherished or accepted belief challenged? How did you respond? How did the challenge affect your beliefs?
 - What is the hardest part of being a teenager now? What's the best part? What advice would you give a younger sibling or friend (assuming they would listen to you)?
 - Submit an essay on a topic of your choice.
- Each college has the ability to ask their own questions about discipline. **If you have a Level 2, you will need to upload a disclosure statement at most schools. If you have a question about whether you will need to share this information with a specific college, please see your counselor.**
 - If a school offers an "Additional Information" section, talk to your counselor about whether it makes sense for you to use this section.