

Application Process

Timeline:

Applications will be completed online either via the college website or through the Common Application. Refer to the college website for information on specific admissions deadlines

Terms to know:

- Early Action – nonbinding, students receive an admissions decision early but do not have to commit until the May 1 deadline
- Early Decision – binding, students who apply early decision must attend this college if they get in
- Rolling Admissions – college will review your application on an ongoing basis

Transcripts:

If you are a senior in need of a final transcript sent to your college:

Log into: PARCHMENT.COM

1. Click Create New Account (If you already have an account, skip to step 8)

- Click on Learner or Parent
- Type in student full legal birth name (Joseph not Joe)
- Birth date
- Highest level of Education type: OTHER
- Email-NOT SCHOOL EMAIL or PARENT EMAIL.
- Password-(Password to the email account using)
- Confirmation Code: Parchment will email to you.

2. Add High School (Rockford High School, Rockford MI)

3. Verify Birth date

4. Select Gender

5. Earliest Year: 2022

6. Expected Grad Year: 2026

7. Click I waive my right to access (Consent and Request)

8. Order Transcript

9. Type in College

- Make sure to pick UNDERGRADUATE under college

10. Select College

11. When do you want to send: SEND NOW

12. Save/Continue

13. Sign Name, Add Parent Name (if under 18)

14. Save/Continue

Letters of Recommendation:

Check to see if any of your applications will require a counselor or teacher letter of recommendation early. Talk to your counselor or teacher about the letter of recommendation at least two weeks prior to the due date so that they have ample time to write the letter.

Test Scores:

Applications requiring test scores will want the scores sent directly from ACT or SAT. To have those sent you can include the 4 schools you would like the scores sent to when you register for the SAT or ACT, or you can log in to your College Board account to send them later. If you wait until later to send the scores, there is a fee to send them.

After the COVID – 19 pandemic, many schools have given students the ability to apply test optional. If you do not want your test scores sent or included on your transcript, you need to let your counselor know BEFORE requesting or sending any transcripts.

All juniors will take the SAT test in school the week after Spring Break and do not need to register for that test date. If your student would like to take the test again on another date, they will need to register to take that test.

Test Dates:

SAT		ACT	
Test Date	Registration Deadline	Test Date	Registration Deadline
March 8th, 2025	February 21st, 2025	April 5th, 2025	February 28th, 2025
May 3rd, 2025	April 18th, 2025	June 14th, 2025	May 9th, 2025
June 7th, 2025	May 22nd, 2025	July 12th, 2025	June 6th 2025