







## Instructions for the Self-Reported Application

Please enter the complete listing of courses for grades 9 - 12. Include the course title, grade level that the course was completed/scheduled, final grade earned, credits given for the course, and the institution the course was completed. Please list accurate information as this will determine your admissions decision. Misrepresentation of the information can lead to the revocation of your offer of admissions.

**Course:** Enter all completed courses and courses scheduled for senior year in the appropriate fields. For example, the course description of “Algebra 1” will fall under the “Course” field.

Please list all sections of the course. For example, semester based courses should be listed separately; “Geometry A” and “Geometry B”. For trimester institutions, list all three sections of the course; “Algebra A”, “Algebra B” and “Algebra C”. If there are not enough lines to list all courses, please enter the remaining courses in the “Comment” box.

*Courses in progress:* For all courses in progress, enter the courses that are scheduled for the final year of high school. Enter all course fields except for final grade.

**Grade level:** Populate this section with the level that the course was completed. For example, if you took Geometry A in your Sophomore year, list “10”. Only numeric grade levels can be entered.

Courses completed in summer school should reflect the following grade level. For example, if a course was taken summer before your junior year, you will list “11” as the grade level.

**Final grade:** Use the grading scale of the institution where the course was completed; Letter grades (A+, A, A-, B+, B, B-, etc.); Numeric grades (90.0, 87, 95.3, etc.); or Standards based grades (ME, E, P, U, etc.). If you attended multiple schools, please use the grading scale of the high school where the course was taken.

**Credits/Units:** List the number of credits/units that the course is worth. For semester courses, list all sections of the course. For trimester institutions, list all three sections of the course; “Algebra A .33”, “Algebra B .33” and “Algebra C .33”.

**Institution name:** Enter the institution in which the course was completed. For example, if the course was taken or will be taken at a high school, list the high school name. If the course was taken or will be taken at a community college, list the community college name. If you only attended one high school, you only need to enter the high school name once in each category.

**GPA:** Enter your current cumulative GPA. This GPA should consist of all courses taken. If a “weighted” GPA is calculated, please fill the appropriate box.

**Class Rank:** Enter your current class rank if available. If a “weighted” rank exists, please fill the appropriate box.

**ACT or SAT Scores:** Enter up to four scores per test. Enter the month and year each exam was taken. List all scores received for each exam in the appropriate categories.

**TOEFL Scores:** Enter up to four scores. Enter the month and year each exam was taken. List the score that was received in the appropriate category. Indicate which type of TOEFL test was taken (Computer, Paper, or Internet).

**Comment Box:** This box should be utilized if you have any overlapping courses that do not fit into the appropriate categories. If registered for a future ACT, SAT, or TOEFL exam, please indicate the date of the test in this area. If there are any other brief comments about the application that you would like the Admissions Committee to consider in the application process, please enter that information here. There is a 500 character limit to the comment box for students who complete the online application. If your comments exceed the space allotted, you may attach an additional statement and mail the information to the Office of Admissions.

*Homeschooled Applicants:* If you have taken the GED and/or SAT Subject Tests to fulfill a portion of your freshman admissions requirement, please indicate those scores in the comment box.