

From the Student Services Department

SENIORS – COLLEGE APPLICATION PROCESS

Senior Class meetings will be held on Thursday, September 12th all day in the Library. At that time, counselors will go into depth about college applications. However, the following information is important:

- September 15th is typically the first date colleges will begin to accept applications and transcripts.
- The majority of colleges utilize on-line applications. Make certain to check and double-check the accuracy of your application. **Correct all typos!**
- Transcripts for colleges and the NCAA must be sent via Parchment. Parchment can be accessed at this website: www.parchment.com. You will need to create an account. The site is very user friendly – just follow the prompts. You do not need to complete all the demographic information. Once you have created an account, choose the school(s) you wish to send your transcript to. To do this, you will be sending your transcript from Wauwatosa East High School and you will then go to the area where you select the school(s) you wish to send your transcript to. You will be asked for a credit or debit card number. This is a secure website. If you are not asked for a credit or debit card number, this means you have NOT selected a college and a transcript will not be uploaded to Parchment. Each transcript costs \$4.00.
- It is your responsibility to send your ACT or SAT scores to any college you apply to. **We do not put ACT or SAT scores on transcripts.** If you haven't yet taken one of these tests, you need to do so. For the ACT, please go to: www.act.org. For the SAT, please go to: collegereadiness.collegeboard.org/SAT/register.

SCHEDULE CHANGES

Midway through the 2018/2019 year, counselors met with students to discuss the selection of courses for the 2019/2020 school year. Courses selected at that time should have been given serious and thoughtful consideration in terms of a student's total four years. Course selections are final and students must meet stringent guidelines for changing one's schedule. Students who signed up for Summer School and then opted not to take the class(s), may not be able to add them back into their schedule at this time.

Accommodations for a change of schedule will only be considered if:

1. Student has already completed the course.
2. Student does not have the pre-requisites for the course.
3. Student must alter selections to meet graduation requirements.
4. Student must alter course selections to meet minimum credit requirements. (Students must have 6 credits in their schedule, EXCEPT for students taking 3 or more AP courses).
5. Student must add a course to meet post high school employment or college entrance requirements.
6. Change of level with proper authorization (parent, teachers, and counselor).
7. Student has been assigned to a teacher with whom the student has failed in a previous course and wished to be assigned to a different teacher (on a space availability basis).

Schedules changes will not be made for the following reasons:

1. Student wants a different lunch hour.
2. Student wants a different teacher.
3. Student requests a schedule change to have a study hall during a certain hour.