



CITY COLLEGES of CHICAGO  
**Kennedy-King**  
Education that Works

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Begin With the  
End in Mind...

# Kennedy-King College Transfer Planning Workbook



**NAME:**

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**COLLEGE ADVISOR:**

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**ADMISSION TERM:**

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# Congratulations!

A Special Note to **Kennedy - King College** Students...

You've made an excellent decision to begin your college career at **Kennedy - King College**, one of the City Colleges of Chicago. Over the next several semesters, you'll have an opportunity, with proper planning, to earn college credits that meet the general education requirements for your bachelor's degree at many colleges and universities in Illinois and across the country.

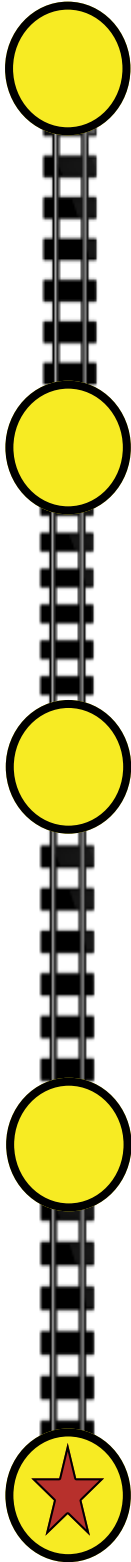
This guide is designed to help you make the most of your time at **Kennedy-King College** by planning ahead for your eventual transfer to a four year institution. Even if this is your first semester at **Kennedy-King College**, it is not too soon to begin the transfer planning process!

While we encourage you to use this workbook to organize your efforts, we recommend you begin an ongoing conversation with an advisor at **Kennedy-King College**, as well as with potential transfer schools. We can help you select a course of study that will help you achieve your ultimate college transfer goals.



We look forward to working with you!

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**You Have Reached Your Destination!!!**

# Semester 1

## Semester 1: Let the Planning Begin!

### Choosing Your Major:

Some students choose a major because it will prepare them for a specific career path. Career-focused majors include engineering, business, education or nursing. If you are committed to a vocation, majoring in it will give you specific, practical skills that will be directly applicable to your post-graduation career.

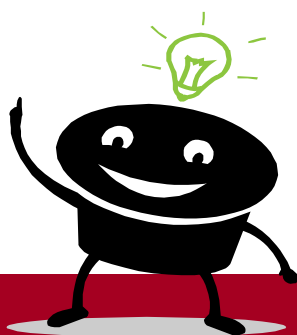
Other students choose a major simply because they love the subject matter. If you choose this path, you may pursue a career that has little to do with what you studied in college. That doesn't mean you'll graduate without skills, however. For example, most history majors don't become historians, but they do graduate with critical thinking and writing abilities that are highly valued by employers.[1]

If you have not given any thought to what you are passionate about, have many ideas, or would like some direction on your path. Visit the Career Center to participate in Focus 2 an online assessment that will enable you to start thinking about your major and where you see yourself in the future.

### Researching 4-Yr. Institutions:

Finding colleges that fit you best begins with self-discovery — that means getting to know your interests, your goals and what's most important to you. [3] Start creating a list of what you are hoping to find at the college to not only help you excel academically but also support your outside of the classroom interest. Decide if you want to stay in Chicago, in Illinois, or in the country. Does the size of the campus matter? Does their athletic program matter? Does the campus meet your financial need? Consider these questions when conducting your research.

Once you have decided on what is most important to you then start doing the research on schools that fit your need. Do online searches, visit campuses, talk to your advisors and then visit your campus transfer center.



It may be easier for you to decide on a major if you start with what you can [see yourself doing as a career](#), and work backward from there. [2]

Some students want to find the perfect college. The truth is, there's no such thing. You can find many colleges at which you'll be happy and get a great education. The college search is about exploring who you are and what you want and then finding colleges that will meet your goals. Still, you do need to narrow down the possibilities into a manageable list. Here are steps you can take to find colleges where you will thrive.

## **Stay open to all the possibilities — don't limit your search.**

### **Decide What You Want in a College**

Ask yourself what's important to you, where you want to be and who you want to become. Then you can figure out what types of colleges will allow you to reach your goals.

### **Here are some aspects to consider:**

- Size
- Location
- Distance from home
- Available majors and classes
- Housing options
- Makeup of the student body
- Available extracurricular activities
- Campus atmosphere
- COA (Cost of Attendance)

Which of these aspects are things you feel you must have to be comfortable at a college? Which things are you flexible on?

Also, think about what you want to accomplish in college. Do you want to train for a specific job or get a wide-ranging education? If you have a major in mind, are the colleges you're considering strong in that area?

### **Do Your Homework**

Once you have a list of schools, it's time to do research. To learn more about the colleges you're considering, check out college guidebooks and the colleges' websites. Jot down your questions and get answers by:

- Talking to your school counselor or teachers
- Checking out colleges' student blogs, if available
- Contacting college admission officials
- Asking admission officials to recommend current students or recent graduates to talk to
- Visiting college campuses, if possible



### Keep Perspective

During your search, keep asking yourself questions about your preferences and goals. You are changing throughout school, so your answers may change during the search process. And remember that there are many good college matches for every student, and that you can be successful at many types of schools

### Keep an Open Mind

While it's good to have some ideas in mind about what sorts of colleges will be right for you, stay open to all the possibilities at the beginning of your search.

**Challenge your assumptions about what will work for you.** For example, “you may not think you're able to thrive in a large institution because you come from a small high school, but ... you may actually do better in that type of setting,” notes Luis Martinez-Fernandez, a history professor at the University of Central Florida.

**Talk to people who know you.** Tell parents, teachers, relatives, family friends and your school counselor about your goals, and ask if they can suggest colleges that may be a good fit for you.

**Don't limit your search.** At the start of this process, you may rule out colleges because you think that they are too expensive or too hard to get into, but this may not be the reality. Remember that financial aid can make college more affordable and colleges look at more than just grades and test scores.

\*Adapted from College Board Website\*



# Now It's Your Turn!

Respond to the questions below to clarify your needs for your dream school!

What major(s) are you thinking about?

---

Do you have any location restrictions?

---

Public or Private preference?

---

What are your long-term career goals/aspirations?

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When do you plan on transferring?

---

Will you be full or part time at the school you transfer to?

---

What schools have you been thinking about?

---

School 1 \_\_\_\_\_

What are some issues you might have with this school?

Have you seen this school's transfer guide?

School 2 \_\_\_\_\_

What are some issues you might have with this school?

Have you seen this school's transfer guide?



## The College Advisor/Student Relationship

Advising is a partnership between students and their advisors. With that in mind, here are the expectations of both parties.

Advising is often equated with course selection, but there's actually a lot more to this relationship than PIN numbers and graduation planners. Advisors want to help students meet any and all educational goals. And it is because of this broad responsibility that the advisor/student relationship can take on many forms. In fact, some students benefit most by meeting with their advisors more often to share stories, gain advice, and map their road to academic success.

Here's a list of practical expectations for both students and their advisors.

### You should:

- Read all e-mails sent to your [CCC](#) email account
- Make sure your advisor knows your academic and personal goals
- Know who your advisor is. If you don't know, JUST ASK!
- Do not wait until the last minute to schedule your appointments
- Come prepared for your appointment – course ideas, question, etc.
- Do not hesitate to ask questions – take the initiative
- Check to be sure you've met course pre-requisites before registering
- Familiarize yourself with the academic policies in the catalog
- Know CCC deadlines and dates
- Ask instructors and advisors for help when you need it



**In the end, you make all decisions. Only you know your long and short-term goals and how they are evolving. Seek out others for help in deciding what courses are important in reaching these goals, but don't forget your own responsibilities to the process.**



## Academic Advisors should:

- Be accessible and tell you their preferred method of contact (e.g. e-mail, phone, etc.)
- Be a responsive listener
- Help you determine your progress toward graduation
- Help you explore your interests, goals and abilities, and relate them to academic majors
- Understand CCC policies
- Refer you to support systems on campus
- Maintain confidentiality and understand the [Family Educational Rights and Privacy Act](#) (FERPA)
- Approve your schedule for the next semester



## What else can you do?

- Keep an advising notebook. Write down questions, plans, internship ideas and other advising-related material.
- Think long term – use the [Graduation Planner](#) to tentatively plot out your stay at CCC while thinking ahead to your transfer university of choice

\*Adapted from the University of Southern Main website\*



**Graduation Planner**  
Choose. Plan. Succeed.

# 1 Semester

## End of Semester

### Check List

At the end of this semester I ...

- Decided my major \_\_\_\_\_
- Researched 4-yr schools
- Went on at least 1 campus visit
- Met with my Academic Advisor \_\_\_\_\_

(Advisor Name)

How many times? \_\_\_\_\_

- Attended a **Kennedy –King College**  
Transfer Activity

How many? \_\_\_\_\_

- Obtained a GPA that will help me get into  
my dream school

**Am I on track?    O Yes    O No**

# Semester 2



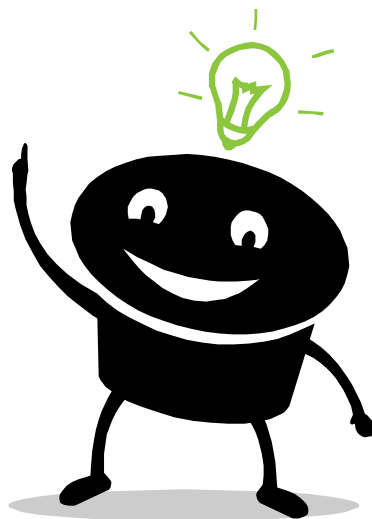
The Chicago 'L'



## Semester 2: Decision Time!

### Choosing Your Top 5

Choosing a college is a big decision. It's easy to get caught up in certain aspects of a school and lose sight of the big picture. Before you contact the schools to let them know which one you've accepted, go through these questions to make sure you haven't missed any key factors. You may find a college you've overlooked will turn out to be the best one for you.



## Shop Around

Examine all of the options available to you as a transfer student. Examine both public and private four-year institutions to decide what will be the best fit for you. The four-year institution that you had your heart set on in high school might not ultimately be the best choice for the subject you want to pursue.

# Now It's Your Turn!

Use the questions below to gather the answers you need to make an informed decision about the college/university you will attend after graduation from **Kennedy-King College!**

**Name of College/University:** \_\_\_\_\_

**Cost of Tuition:** \_\_\_\_\_

Questions	Answers
How many transfer students do you accept each year?	
How many of my current course credits will transfer?	
What are the minimum amount of credits needed to transfer?	
What are the maximum amount of credits I can transfer to your college/university?	
What is the minimum GPA required to transfer?	
Do I meet all of the admission requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What tests or exams are needed as part of the application process?	
What are your admission requirements?	
How many letters of recommendation are required?	
Application Fee:	
What is the anticipated year of completion for the Bachelor's degree	
What kind of job placement assistance is provided to students?	
What percentage of your students graduate from their program? Are employed in their field of study?	
What kind of scholarships are offered for transfer students?	
Do I like the campus environment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the student-professor ratio?	
To Do	Deadline
Complete the college application	
Mail out my transcripts	
Complete my FAFSA for the following academic year	
Record all scholarship deadlines	
Decide on housing (on or off campus)	

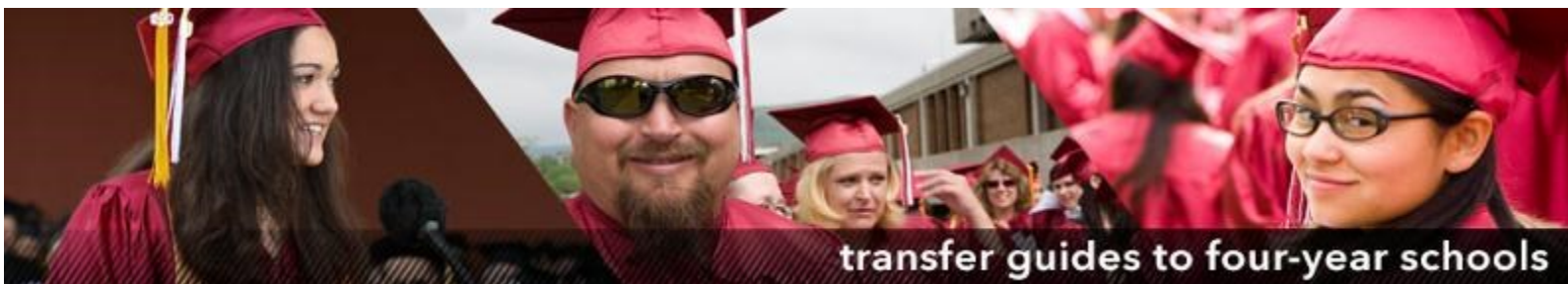
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Mail out my transcripts	
Complete my FAFSA for the following academic year	
Record all scholarship deadlines	
Decide on housing (on or off campus)	



## Stay on Track with Transfer Guides

**Know what actually transfers.** Make sure you are picking courses that are transferable to colleges and universities. There are Web sites, tools, and advisers at both community colleges and universities to help you choose wisely.

**4-Star Tip.** Many states have "articulation agreements"—negotiated documents that make clear what's needed to transfer from one higher education institution to another. The benefit to you as a student is that the agreement takes the guesswork out of the process by telling you, in black and white, what classes you need to take and what grades you need to make to avoid losing hard-earned credits when you transfer. Many states have Web sites with detailed information about articulation agreements and the process of transferring.

One way to find a transfer guide is to go to the institutions website. Illinois also has [itrasnfer.org](http://itrasnfer.org) a portal for transfer assistance in the state of Illinois for students seeking transfer between Illinois higher education institutions.

You can also use U-select to create tailored transfer guide to your major of choice with certain institutions.

Websites:

[www.itransfer.org](http://www.itransfer.org)

<https://www.transfer.org/uselect/>



## Example of a Transfer Guide

This Transfer Guide lists the course equivalencies that meet requirements for this specific UIC degree program in the College of Business Administration and is intended for advising purposes only. Transfer students should work with their institution's advisors or UIC's Office of Admissions & Records with any questions. **Information is subject to change.** For more current information, please utilize the u.select online tool programs at: [www.transfer.org](http://www.transfer.org).

### TRANSFER ADMISSION GUIDELINES

The UIC College of Business Administration reserves the right to adjust admissions criteria based on space availability. The following guidelines are the minimum requirements needed in order to be considered for admission into the College. Admission is competitive and selection for admission depends on space limitations and the overall applicant pool.

- Minimum grade point average 2.50(A = 4.0) in 24 semester hours at time of application and 36 semester hours at time of enrollment.
- Completion of English Composition I and II (or equivalent), Finite Mathematics and Calculus I (or Business Calculus) are recommended to be completed at time of enrollment.
- Completion of English Composition I (or equivalent) and Calculus I (or Business Calculus) are **highly recommended** at time of application and may be used as a determining factor for admission.

#### UNIVERSITY WRITING REQUIREMENT

Select classes from each group for a total of 3 classes

\*English 101 English Composition I  
\*English 102 English Composition II

\*C or better needed to transfer

\_\_\_\_\_ SELECT 1

\_\_\_\_\_ SELECT 2

#### BUSINESS WRITTEN COMMUNICATION

English 105 Business Writing  
English 201 Advanced Composition

\_\_\_\_\_ SELECT 1

#### ECONOMICS

Select 2 classes

ECO 201 Macroeconomics  
ECO 202 Microeconomics

\_\_\_\_\_ SELECT 1

\_\_\_\_\_ SELECT 2

#### MATHEMATICS

Select classes from each grouping for a total of 2 or 3 classes.

Math 135 /144 Finite Mathematics

\_\_\_\_\_ SELECT 1

\*Math 204 Calc for Bus & Social Science  
\*Math 207 Calculus I

\*C or better needed to transfer

\_\_\_\_\_ SELECT 1

#### ADVANCED QUANTITATIVE SKILLS

\*PHIL 105 Logic

\_\_\_\_\_ SELECT 1\*\*

\*\*Accounting Management, Marketing, Entrepreneurship, MAJORS only

#### FOREIGN LANGUAGE REQUIREMENT

Select 2 classes

101, 102 in one language:

\_\_\_\_\_ SELECT 1

\_\_\_\_\_ SELECT 2

\*2 years of high school foreign language will waive requirement

#### BUSINESS CORE

Select classes from each grouping for a total of 5 classes.

##### ACCOUNTING

Business 181 Accounting I  
Business 182 Accounting II  
Business 269 Principles of Management  
Business 231 Principles of Marketing

\_\_\_\_\_ SELECT 1

\_\_\_\_\_ SELECT 2

\_\_\_\_\_ SELECT 3

\_\_\_\_\_ SELECT 4

Math 125 Intro Statistics  
Math 216 Statistics for Business Majors

\_\_\_\_\_ SELECT 1

# End of Semester

## Check List

At the end of this semester I ...

- Choose my top 5 schools

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- Looked at transfer guides \_\_\_\_\_

- Confirmed with my Academic Advisor that I am on track to graduate and transfer successfully

- Continued to maintain a strong GPA to transfer

**Am I on track?    O Yes    O No**

**semester 2**





# Semester 3

## **Semester 3: APPLY!**

### **Do I Really Need to Think About Applications One Year Before I Want to Transfer to My College/University?**

Absolutely! Here are some very important reasons why you want to start the application process early:

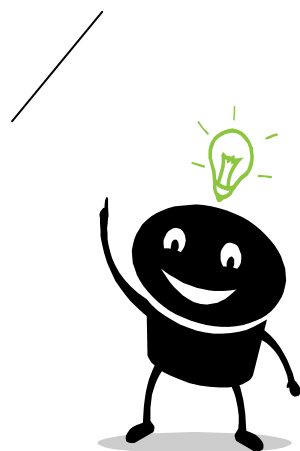
- Many schools have early admissions for students who get their applications in early.
- Early acceptance gives you a longer period of time to research the best scholarships to help you fund your education (more to come on that in the next chapter)!
- There are colleges and universities (and some degree programs) that have admission deadlines that require applying one year in advance

**"Proper Preparation Prevents Poor Performance"**

**~ Charlie Batch**

# Tips for A Successful College Application

- ✓ **Be organized**—Create a timeline to keep on top of application deadlines, requirements and correspondence from your dream schools
- ✓ **Start Early**— An early start will relieve the stress that can be a natural part of the college application process. It gives you time to get your letters of recommendation from professors, take any necessary tests that may be required for your application, complete your personal statement or any other required essays
- ✓ **Talk to College Representatives and Transfer Directors at your Dream School**— Stay in contact with the college representatives that you met at the transfer fairs on campus. They are a great resource when it comes to making sure you complete all of the application and entrance requirements
- ✓ **Write Your Personal Statement**— The personal statement is a great way for college admission committees to get to know you. Most colleges require this as a part of their application
- ✓ **Use the Common Application if you are applying to multiple schools**— The Common Application is a way to apply to multiple schools online without having to re-enter your basic information multiple times. Many, but, not all colleges/universities currently use this system, so you'll have to do some research to know the number of schools that you are interested in that are on this site
- ✓ **Meet those Deadlines**—Make sure all of your materials are in well before the deadline!



## Giving Back

To stay competitive, consider how you have given back opportunities or how you have participated in campus life groups. Admissions committees look for more than just a good GPA!

# Top 10 College Application Mistakes

Now that you have some tips for success, you will also want to keep in mind these mistakes to avoid while completing your college application:

1. **Misspellings and grammatical errors**—Misspellings on something as important as the application shows that either you don't care or you aren't good at spelling. Some students even misspell their intended major. But don't stop with a spell check. Proof-read for grammatical errors, too.
2. **Applying online, but forgetting to hit the “submit” button**—Follow through and make sure that your application has been received.
3. **Forgotten signatures**— Make sure you sign and date the form. Often students overlook that part of the form if it's on the back. Check that all spaces are completed.
4. **Not reading instructions carefully**— For example, if the form asks what County you live in, don't misread it as Country and write United States.
5. **Falsifying information or exaggerating your accomplishments**— Colleges may check to verify information such as your campus activities/involvement.
6. **Writing Illegibly**—First impressions count, so take your time and use your best handwriting. It will make a better impression.
7. **Using an inappropriate email address**— Just like with a job application, you need to use a professional email when applying to college.
8. **Not checking your email regularly**— You don't want to miss out on anything because you didn't read your email.
9. **Having someone else be your “voice” on your application**— Admissions people know if your parents help, whether you have two different styles of handwriting or your admissions essay sounds like another person based on the writing style. It's fine to get advice, but do the work yourself.
10. **Forgetting to Mail Your Official Transcript**— You need to have transcripts from every college/university you have attended mailed out as soon as your application is complete. Be sure to have the correct mailing address so it arrives on time to the right person.





# Now It's Your Turn!

## Sample Application

The next few pages are a sample from the [Common Application](#). Can you answer these questions?

APPLICANT					
Legal Name _____ <small>Last/Family/Sur (Enter name exactly as it appears on official documents) First/Given Middle (complete) Jr., etc.</small>					
Preferred name, if not first name (only one) _____		Former last name(s) _____			
Birth Date _____ <input type="radio"/> Female <input type="radio"/> Male <small>mm/dd/yyyy</small>		US Social Security Number, if any _____ <small>Required for US Citizens and Permanent Residents applying for financial aid via IRFSA</small>			
Preferred Telephone <input type="radio"/> Home <input type="radio"/> Cell Home (_____) _____ <small>Area/Country/City Code</small>		Cell (_____) _____ <small>Area/Country/City Code</small>			
E-mail Address _____		IM Address _____			
Permanent home address _____ <small>Number &amp; Street Apartment #</small>					
City/Town _____		County or Parish _____	State/Province _____	Country _____ ZIP/Postal Code _____	
If different from above, please give your current mailing address for all admission correspondence. (from _____ to _____) <small>(mm/dd/yyyy) (mm/dd/yyyy)</small>					
Current mailing address _____ <small>Number &amp; Street Apartment #</small>					
City/Town _____		County or Parish _____	State/Province _____	Country _____ ZIP/Postal Code _____	
If your current mailing address is a college or university, include name of school here: _____					
FUTURE PLANS					
Your answers to these questions will vary for different colleges. If the online system did not ask you to answer some of the questions you see in this section, this college chose not to ask that question of its applicants.					
College _____		Deadline _____ <small>mm/dd/yyyy</small>			
Entry Term: <input type="radio"/> Fall (Jul-Dec) <input type="radio"/> Spring (Jan-Jun)		Do you intend to apply for need-based financial aid? <input type="radio"/> Yes <input type="radio"/> No			
Academic Interests _____		Do you intend to apply for merit-based scholarships? <input type="radio"/> Yes <input type="radio"/> No			
_____		Do you intend to be a full-time student? <input type="radio"/> Yes <input type="radio"/> No			
_____		Do you intend to enroll in a degree program your first year? <input type="radio"/> Yes <input type="radio"/> No			
Career Interest _____		Do you intend to live in college housing? _____			
_____		What is the highest degree you intend to earn? _____			
DEMOGRAPHICS					
Citizenship Status _____		1. Are you Hispanic/Latino? <input type="radio"/> Yes, Hispanic or Latino (including Spain) <input type="radio"/> No If yes, please describe your background.			
Non-US Citizenship _____		_____			
Birthplace _____ <small>City/Town State/Province Country</small>		2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background.)			
Years lived in the US? _____ Years lived outside the US? _____		<input type="radio"/> American Indian or Alaska Native (including all Original Peoples of the Americas) Are you Enrolled? <input type="radio"/> Yes <input type="radio"/> No If yes, please enter Tribal Enrollment Number _____			
Language Proficiency (Check all that apply) <small>S (Speak) R (Read) W (Write) F (First Language) H (Spoken at Home)</small>		<input type="radio"/> Asian (including Indian subcontinent and Philippines)			
_____ S R W F H <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> Black or African American (including Africa and Caribbean)			
_____ S R W F H <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> Native Hawaiian or Other Pacific Islander (Original Peoples)			
_____ S R W F H <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> White (including Middle Eastern)			
<b>Optional</b> The items with a gray background are optional. No information you provide will be used in a discriminatory manner.					
Religious Preference _____					
US Armed Services veteran status _____					
© 2012 The Common Application, Inc. <span style="float: right;">AP-1/2012-13</span>					

# Sample Application



This page looks at your campus involvement and achievements. Can you answer these questions?

**HONORS** Briefly list any academic distinctions or honors you have received since the 9<sup>th</sup> grade or international equivalent (e.g., National Merit, Cum Laude Society).

S(School) S/R(State or Regional) N(National) I(International)

Grade level	Honor	Highest Level of Recognition
11 12 FY SO JR		S S/R N I
○ ○ ○ ○ ○	_____	○ ○ ○ ○
○ ○ ○ ○ ○	_____	○ ○ ○ ○
○ ○ ○ ○ ○	_____	○ ○ ○ ○
○ ○ ○ ○ ○	_____	○ ○ ○ ○
○ ○ ○ ○ ○	_____	○ ○ ○ ○

## EXTRACURRICULAR ACTIVITIES & WORK EXPERIENCE

**Extracurricular** Please list your principal extracurricular, volunteer, and work activities in their order of importance to you. Feel free to group your activities and paid work experience separately if you prefer. Use the space available to provide details of your activities and accomplishments (specific events, varsity letter, musical instrument, employer, etc.). To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a résumé.

Grade level	Approximate time spent		When did you participate in the activity?		Positions held, honors won, money earned, employer	If applicable, do you plan to participate in college?
	Hours per week	Weeks per year	School year	Summer/School Break		
11 12 FY SO JR						
○ ○ ○ ○ ○	_____	_____	○	○		○
Activity						
○ ○ ○ ○ ○	_____	_____	○	○		○
Activity						
○ ○ ○ ○ ○	_____	_____	○	○		○
Activity						
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Activity						
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Activity						
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Activity						
○ ○ ○ ○ ○	_____	_____	○	○		○
Activity						



# Sample Application

This final page involves the personal statement and essay questions.  
Can you answer these questions?

## WRITING

Please briefly elaborate on one of your extracurricular activities or work experiences in the space below.

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**Personal Essay** This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

Please provide a statement of 250-500 words that addresses your reasons for transferring and the objectives you hope to achieve, and attach it to your application before submission. *NOTE: Your Common Application essay should be the same for all colleges. Do not customize it in any way for individual colleges. Colleges that want customized essay responses will ask for them on a supplement form.*

**Additional Information** Please attach a separate sheet if you wish to provide details of circumstances or qualifications not reflected in the application.

### Disciplinary History

- ① Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9<sup>th</sup> grade (or the International equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.  Yes  No
- ② Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  Yes  No  
*(Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.)*

If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

**Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.**

## SIGNATURE

**Application Fee Payment** If this college requires an application fee, how will you be paying it?

- Online Payment  Will Mail Payment  Online Fee Waiver Request  Will Mail Fee Waiver Request

### Required Signature

- I certify that all information submitted in the admission process—including the application, the personal essay, any supplements, and any other supporting materials—is my own work, factually true, and honestly presented, and that these documents will become the property of the institutions to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree, should the information I have certified be false.
- I acknowledge that I have reviewed the application instructions for each college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.
- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. (Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy

“ A word is not the same with one writer as with another. One tears it from his guts. The other pulls it out of his overcoat pocket.”

- Charles Peguy`

## Personal Statement DO's...

DO...

- 1. Think of the personal statement as an "intellectual autobiography."** - The statement should convey to your readers a clear, thoughtful picture or impression of you as a person who has distinct interests, motivations, accomplishments, aims and ideas.
- 2. Aim to define a central idea, impression or theme you hope to convey—**The most memorable personal statements are ones that have a clear theme or purpose that unifies the ideas and information presented. Sometimes you'll know what this theme should be in advance; sometimes it will emerge as you begin drafting your statement.
- 3. Keep it simple—**It's easy to over-write a one-page personal statement. Use the words and language you would naturally use in writing a thoughtful, intelligent letter to a friend or trusted mentor.
- 4. Use specifics—**Help your readers remember you (and your application) by using specific names, references and illustrations. For example, always say “my internship with the Sierra Club’s bald eagle project” rather than “my internship with a renowned environmental organization’s project to save an endangered species.” Note which sounds more real and natural, and which sounds impersonal and artificial. (See “don’t” number 4 on the next page).
- 5. Find the "story" in your history—**Your life has been a journey, with planned and unexpected turns, with successful and frustrated goals, with hard-earned and accidental insights, with hoped-for but as-yet-unrealized achievements. Your basic challenge in writing a compelling personal statement is to tell the story that makes sense of your life as it has been, is, and could be.
- 6. Welcome the reader into your life and aims—**Scholarships are looking for promising people, not high-powered profiles. Write to engage your reader, write in a way that invites him or her to want to meet and get to know you – even if your scholarship process does not involve an interview stage.

# And DON'TS...

## DON'T...

- 1. Write to impress**— Selection committees have seen and heard it all. Let your credentials and awards speak for themselves. Use your personal statement to talk to your readers about the things that motivate, inspire and shape you. Help them to understand what your specific accomplishments have meant to you, or how they have shaped you. Help them to understand why you care about the things you care about.
- 2. Write in clichés**—Ask yourself if each and every sentence in your draft reflects some thought, fact, reflection or experience of your own. Avoid sentences that could have been written by absolutely anyone. Avoid stock phrases or expressions.
- 3. Re-write your resume in prose**—Again, selection committees are looking for the person behind the credentials. Avoid laundry lists of activities, etc., and focus on the select few experiences that have meant the most to you, or have had the greatest influence on your development and aims.
- 4. Be too general or abstract**—Don't distance your reader by using vague references or abstractions in your essay. You (or your roommate) may think it sounds more impressive to say “my internship with a renowned environmental organization's project to save an endangered species,” but that doesn't really tell the reader what organization you worked for or what species was being helped. They would rather meet the person who worked with the Sierra Club to help save bald eagles.
- 5. Get too frustrated**—Distilling your life into a compelling, informative one thousand word or one-page personal statement is a challenging task. Think of this as an opportunity, all-too-rare in life, to reflect calmly and creatively on who you are, who you want to be, and what you hope to do with your life.

The Personal Statement is your opportunity to



**Sell Yourself**

during the application process.



# Now It's Your Turn!

The statements below are designed to assist you in formulating your responses to essay questions and personal statements that you have to write for your college applications. Respond to the statements below and use the lines on the following page to write a personal statement between 300-500 words!

## **Phase 1 – Who I was**

My career Choice is \_\_\_\_\_

The event in my life that led me to this career is

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Influences who helped me make this career choice are:

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## **Phase 2 – Who I am**

I came to a community college because

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At my community college I learned the following lessons:

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I see myself applying these lessons at the 4-yr. school in the following ways:

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## **Phase 3 – Who I Hope to Be**

This is how I see the Bachelor's degree assisting me in my future career:

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I have chosen the following schools to apply to for my Bachelor's

---



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Because...

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## End of Semester Check List

At the end of this semester I ...

- Wrote my personal statement
- Had 1-2 people review and edit my personal statement
- Obtained my recommendation letters from professors, supervisors and/or my Academic Advisor
- Requested my transcripts to be sent from **Kennedy-King College** to the colleges in which I am applying
- Completed and submitted my applications to my top 5 schools

**Am I on track?     Yes     No**

# Semester 4

## Semester 4—Smooth Transitions

### Finalizing the Details

The final semester is here! You're feeling the anticipation that comes with graduating and moving on to your next steps. This is the semester that requires your utmost concentration and focus. Not only are you needing to maintain a strong GPA, but you're also finalizing your next steps to transition to your 4-yr college/university. This is also the time to be researching and applying to scholarships so that you can fund your education.

The following pages will give you the tools you need to research scholarships and provide you with common information you may receive from a 4-yr institution regarding the finalization of your admissions process.



### What is Accepting Admission?

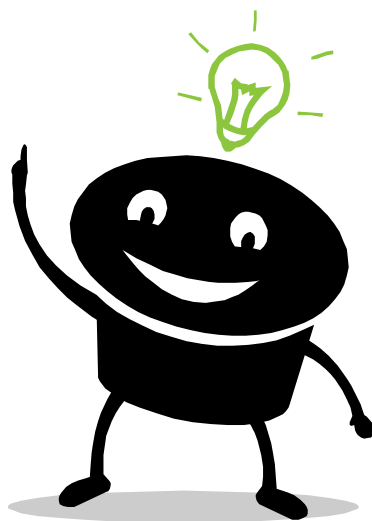
Accepting admission is your intent to enroll for classes at your college /university. Accepting admission allows your college to more effectively plan for class offerings and student resources in preparation for each coming semester



# Accepting My Acceptance?

That's right! In order to be considered as a student at your dream school, you may need to provide your 4-year institution with a confirmation that you will be attending their institution. Here are some things to keep in mind:

- ☆ Wait to hear from each institution you applied to so that you can make the best choice for your education
- ☆ There may be an admissions fee that will need to be paid once you have decided to enroll and prior to registering for classes. This fee can cost anywhere from \$50-\$250 depending on the institution.
- ☆ Once you have been accepted to an institution, you will likely be given access to your personal online student portal. This will allow you to complete your acceptance, pay for any enrollment fees and even register for classes
- ☆ Some colleges and universities require that you attend an orientation, even if you are a transfer student.



## Check E-Mail Daily

Your college/university will be communicating with you regularly to update you on any steps you need to complete for admissions and any new scholarships that you are eligible for. Check your email daily to be sure you don't miss any important communications from your 4-yr institution!

# I've Been Accepted, But Now I'm Not Sure If I Can Attend Right Away. What Do I Do?

This is when you will signify on your acceptance form that you wish to defer enrollment. That means that you are still considered a student of the college, but will not begin for a semester or two. Here are some key things to keep in mind when deferring enrollment:

- ☆ Every college has a different process for deferring enrollment. Contact the admissions office at your college or university to be sure you are following all the necessary steps
- ☆ Deferment can range between 1 semester to 2 years depending on the college. You may need to place a financial deposit to hold your place.
- ☆ Put a plan in place for how you will spend your time during your period of deferment and the steps you will take to ensure you begin classes when you stated that you would.
  - ➔ What internships/jobs/volunteer opportunities will I pursue while away from school?
  - ➔ How frequently will I need to communicate with the Admissions Office
  - ➔ By what date will I begin registering for my classes?

**"Even though you are on the right track - you will get run over if you just sit there."  
~ Will Rogers**



# Funding Your Education

## The Financial Aid Process<sup>1</sup>

*1. I probably don't qualify for aid. Should I apply for aid anyway?*

Yes. Many families mistakenly think they don't qualify for aid and prevent themselves from receiving financial aid by failing to apply for it. In addition, there are a few sources of aid such as unsubsidized Stafford and PLUS loans that are available regardless of need. Plus, the FAFSA form is free.

*2. Do I need to be admitted before I can apply for financial aid at a particular university?*

No. You can apply for financial aid any time after January 1. To actually receive funds, however, you must be admitted and enrolled at the university.

*3. Do I have to reapply for financial aid every year?*

Yes. Most financial aid offices require that you apply for financial aid every year. If your financial circumstances change, you may get more or less aid.

*4. I got an outside scholarship. Should I report it to the financial aid office?*

Yes. If you are receiving any kind of financial aid from university or government sources, you must report the scholarship to the financial aid office. Unfortunately, the university will adjust your financial aid package to compensate.

*5. Are work-study earnings taxable?*

The money you earn from Federal Work-Study is generally subject to federal and state income tax, but exempt from FICA taxes (provided you are enrolled full time and work less than half-time).

<sup>1</sup> retrieved from [www.finaid.org/questions/faq](http://www.finaid.org/questions/faq)

# Funding Your Education

## The Financial Aid Process<sup>1</sup>

### 6. *Where can I get a copy of the FAFSA?*

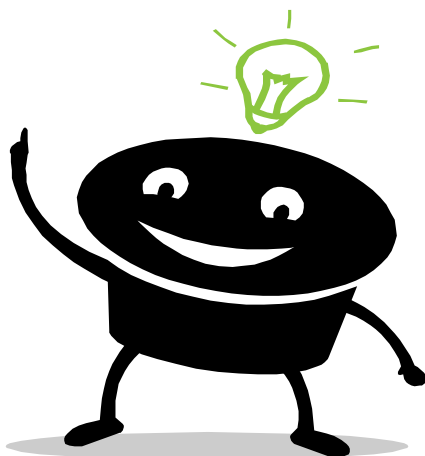
You can get the FAFSA from the financial aid office at a local college, your local public library, or by calling 1-800-4-FED-AID. The online version of the form is available at <http://www.fafsa.ed.gov>.

### 7. *Are photocopies of the FAFSA acceptable?*

No. Only the original FAFSA form produced by the US Department of Education is acceptable. Photocopies, reproductions, facsimiles and electronic versions are all not acceptable. (See DCL GEN-95-21.)

### 8. *How soon after January 1 should the FAFSA form be sent in? Is it better to wait until the income tax forms have been completed?*

Send in the form as soon as possible after January 1. Do not wait until your taxes are done. It is ok to use estimates of your income, so long as they aren't very far off from the actual values. You will have an opportunity to correct any errors later. If you wait too long, you might miss the deadline for state aid.



## Want to Learn More?

Go to [www.finaid.org](http://www.finaid.org)

For help in filling out the FAFSA, go to [www.studentaid.gov/completefafsa](http://www.studentaid.gov/completefafsa) or call 1-800-4-FED-AID (1-800-433-3243). TTY users (for the hearing impaired) may call 1-800-730-8913.

<sup>1</sup> retrieved from [www.finaid.org/questions/faq](http://www.finaid.org/questions/faq)



# The Scholarship Search

Here are 5 great tips to consider when applying for College Scholarships<sup>2</sup>

1. **Look everywhere for scholarships—large or small!** Start your search early! Finding and applying for scholarships takes time. Apply to large scholarships, but don't discount the smaller ones. There are students who apply to small scholarships who do not meet the eligibility requirements, but receive the scholarship because they were the only person who applied.
2. **Tailor each application accordingly.** Avoid using the same application essay for each scholarship. Doing so can put you into the trap of the non-descript applicant. Be sure to stand out and show how unique you are!
3. **What makes you unique could just earn you money.** The first place to start when applying for scholarships is the schools you are applying to. Check that they offer scholarships that fit you (academic merit, athletics, etc.). Then look at all your personal and social affiliations, including Rotary International, Kiwanis, etc., for more scholarship opportunities.
4. **Spend time, not money, for scholarship information.** There are many scams out there charging for scholarship information that is available for free on the Internet. Avoid companies that claim they will do all the work for you, or those that guarantee scholarship money, or those who claim to have exclusive information. Instead, go to a reliable source, such as the [College Board website](#). It offers tons of free information about scholarships, loans, and other ways to pay for college.
5. **Undocumented students can fund their education as well.** Here are some websites you can use to research scholarships:

Mexican American Legal Defense and Education Fund: [www.maldef.org](http://www.maldef.org);

Get Ready for College: [www.getreadyforcollege.org/gPg.cfm?pageID=1586](http://www.getreadyforcollege.org/gPg.cfm?pageID=1586);

Latino College Dollars: [www.latinocollegedollars.org](http://www.latinocollegedollars.org);

Scholarships for Hispanics: [www.scholarshipsforhispanics.org](http://www.scholarshipsforhispanics.org)

<sup>2</sup>Information based upon an article from [www.usnews.com](http://www.usnews.com)

# Funding Your Education

## Scholarship Websites

Click on the links below to start researching your scholarship opportunities!

1. [www.finaid.org/scholarships](http://www.finaid.org/scholarships)
2. [www.scholarships.com](http://www.scholarships.com)
3. [www.collegescholarships.org](http://www.collegescholarships.org)
4. [www.fastweb.com](http://www.fastweb.com)
5. [www.scholarships360.org](http://www.scholarships360.org)
6. [collegeboard.com](http://collegeboard.com)
7. [www.ptk.org](http://www.ptk.org)— You will need to become a member of Phi Theta Kappa to access the information on this site
8. [www.4blackyouth.com](http://www.4blackyouth.com)
9. <http://www.coca-colascholarsfoundation.org/>
10. <http://www.blackexcel.org/>
11. <http://www.uncf.org/>
12. <http://www.hsf.net/>
13. [www.usnews.com](http://www.usnews.com)— This is a list of late deadline scholarships!
14. <http://www.dreamactivist.org/faq/education/scholarships/>



# Now It's Your Turn!!

Identify 10 scholarships for which you are eligible and record them on the chart below. You can use this as your tool to apply for scholarships!

Name of Scholarship	Amount	Deadline	Eligibility
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

# 4 Semester



## End of Semester

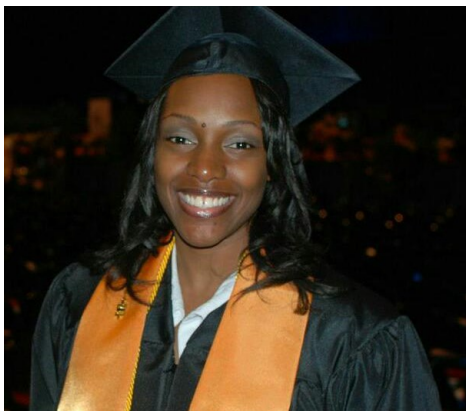
### Check List

At the end of this semester I ...

- Completed my FAFSA forms for the following academic year by the end of January
- Accepted my admission/deferred my admission
- If I deferred my admission, I wrote a plan to complete my degree with my Academic Advisor
- Applied to \_\_\_ scholarships

**Am I on track?     Yes     No**

## Be a Success Story Like Vanessa!



As Kennedy-King College's Spring 2013 Valedictorian, Vanessa Davenport is destined for a bright future. Having been granted admission to 3 top Illinois universities: Roosevelt University, National Louis University and DePaul University, Vanessa chose to pursue her Bachelor's in Education Degree at DePaul University. While at Kennedy-King College, Vanessa engaged in an active student involvement schedule. As an inducted member of Phi Theta Kappa Honor Society and involved in the Spanish Club, Vanessa attributes her academic success to "hard-work and dedication". During her spring break vacation, Vanessa participated in the Ivy League College Tour with 20 other City Colleges of Chicago students. Vanessa is definitely thinking beyond earning her bachelor's degree, as the pursuit of a graduate degree is on the horizon - at an Ivy League university!

### City College's Transfer Center Directors:

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Wilbur Wright - A120

**Phone:(773) 481-8227**

Email:scalabrese@ccc.edu

#### **Jennifer DeLuna**

Richard J Daley - 1110

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#### **Ellen Goldberg**

Harold Washington – 101B

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#### **Shelly Lemons**

Truman College

**Phone:(773) 907-4724**

Email: slemons@ccc.edu

#### **Tyanna McCann**

Olive-Harvey - 1410A11

**Phone:(773) 291-6537**

Email:tmccann3@ccc.edu

## Keep Moving Forward...

Kenneth is one of the many transfer success stories of Kennedy-King College. As a spring 2013 graduate, he is now a student at Purdue University, pursuing a degree in Political Science.



You too can become a success story like Vanessa and Kenneth!

Follow the steps in this workbook, use the resources that are available to you through the Transfer Center, Tutoring Centers, Student Services/Advising and Financial Aid and you too can become the next success story of Kennedy-King College!

## Transfer Center

Director:  
Kenyon Douglass

Location:  
W Building  
Room 118

Phone:  
773-602-5285

Email:  
kdouglass@ccc.edu



## YOU have Arrived!

**Your four year institution is not your final destination but a stop on your way to greatness. No matter how big or small, near or far the institution that you choose to obtain your bachelors degree from will be a part of your journey. Make sure that you enjoy every moment of your time at your four year institution, that you inspire others to pursue their educational dreams, and that you remember education is the key that will open doors to your future!**

**On the places you'll go,  
Today is your day!  
Your MOUNTAIN is waiting.  
So ...get on your way!**

**--Dr. Seuss**

Workbook Creators:  
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