

## **EXAMINING THE APPLICANT'S FILE: SOME READING TIPS**

An admission committee carefully reviews information provided by the student and the high school. To help you read your files, here are a few questions on each section of the application. Please carefully read the admission cases and take notes on the candidate rating form. Our goal in this exercise is to complete a thorough review of each applicant (could take 20 minutes) and then to present each student to the entire committee. The 3 candidates will be discussed, and based on their academic and extra curricula activities, offers of Admission, Wait-list and Denial will be made to each candidate, based on the right fit for Plymouth Shores University.

### **PERSONAL INFORMATION**

Is there anything about the student's background or family information that stands out in relation to the college to which s/he is applying? Are there any special circumstances of which you should be aware when evaluating the more objective parts of the application? Has the student ever been suspended or received disciplinary action from his/her high school?

### **TRANSCRIPT**

What kind of grades has the student received over the years? Is there an upward or downward trend? Has the student taken honors, advanced, or college-level classes? Look at the high school profiles to get a brief sketch of what is offered. What kind of classes does the student plan to take in the senior year - is it challenging or weak? What are the student's curricular interests? If available, what is the student's rank in class?

### **SAT/ACT/SAT SUBJECT TESTS**

What are the student's SAT or ACT scores? Are there areas that are significantly higher or lower? How do the scores fit the score ranges on the college's profile? Do the SAT/ACT scores correlate with the student's GPA? Is one significantly higher than the other?

### **ACTIVITIES**

What has the student done outside the classroom, both connected to school and out of school? How much time has the student committed to those activities? How much depth is presented? Has the student pursued a leadership role in those activities? Would the student be able to engage in those activities at PSU?

### **ESSAY**

Does the essay tell you something about the student beyond the transcript? What did you learn? What qualities or talents does the student reveal? Do you hear the student's voice? Do you get a sense of the student as a person? Does the student tell his/her story effectively? Are the grammar, spelling and punctuation correct?

### **LETTERS OF RECOMMENDATION**

What two or three things have you learned about the student through the recommendation? What struck the recommender most about the student? How positive or enthusiastic is the recommendation? Is there more information that will help the admission committee determine how capable the student is in meeting the academic demands of the college?