COLLEGE ADMISSIONS TOOL OVERVIEW

1. Open the Tool at http://www.CoAdmissionsTool.org

2. Use the Wizard: click on the "Build Options Wizard" button

The screen will look something like this:

Click on the Four-year Colleges circle then move through the Wizard, making selections consistent with your priorities and characteristics. Explore and learn about each topic as you go! The wizard will create a Matching College List based on your responses.

Important note: Experts recommend that you apply to more than one college. You should select at least one college into which you will be admitted easily and one "stretch" college – that is, one that it will be more difficult to get into. So, you may want to keep two-year colleges on your list since they offer "open enrollment" (you will be admitted regardless of GPA or test scores). You can do this by selecting both two- and four-year alternatives on the "Confirm Choices" step (screen 3 of 13), of the wizard.

![CollegeInColorado.org logo - GO FURTHER GO TO COLLEGE]

3. Once you arrive at the Matching College List, ensure you have entered your GPA, ACT/SAT scores and My Coursework information. It will look something like:

Callouts:

How many colleges are left on your list?

If you aren't interested in a college, hide it.

If you're really interested, click to Add to Favorites and/or Select to Compare side by side.

Green is the score range of 50% of students admitted in the past. Does your indicator line read below (less competitive), in the green (competitive) or above (highly

Two-year colleges/community colleges are all green because they are open enrollment (Some other colleges may be all green because we don't have their range information).

Adjust your scores to see what happens to the College dials.

Get more detail about each college.

4. Pick and **Add to Favorites** at least two colleges, where the dial indicators are in or above the green (you are competitive). Then add a couple where the indicator is close to the green but below it (you are less competitive).

5. Click on the "**My Progress**" tab at the top of the Tool.

   You can re-review the GPA and test score dials here, but you can also review and rate how you are doing on coursework requirements and "Additional Considerations" such as writing a great essay, community service you have completed and so forth.

   Be sure you honestly rate yourself on how you have done or will do in each area.

6. Click on the **"My Plan"** tab. For each favorite college, make a plan! We have given you a start in the GPA and coursework areas, but you can also add items to the to-do list and notes to record those areas you intend to really focus on during the application process.

Be sure to check out the To-Do list and enter application deadlines for both admission and financial aid. Include some deadlines for yourself to write your essay, gather recommendations and anything else the College has listed as important in their decision-making process.

You can also record notes about the college; perhaps the individuals at the college that you have spoken with or your thoughts from a campus tour

7. Click on the My Scorecard tab at the top of the page.
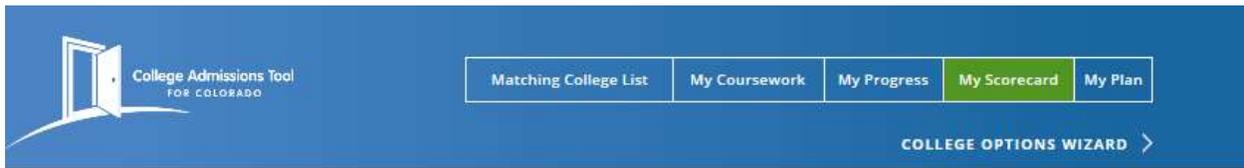
In the Average column, you can see whether your honest ranking of coursework and additional considerations important to each college made a difference in your competitiveness.

You should also be able decide those areas and for which colleges you should really focus your efforts during the application process.

8. Do you need to change your application approach? Do you have at least a couple of colleges to which you are fairly confident you will be admitted? How can you improve your chances for admission? Talk to your school counselor or advisor for assistance.

Remember that this Tool just gives you some estimates of how competitive you are for admissions, however, each college is a bit different and they all evaluate students on many things – not just GPA, test scores or even courses taken in high school.

Be sure to visit the colleges' websites to get more information – clicking on the College's name will take you to their homepage.