



SRHS

College Application Guide:
Common App, Coalition,
and Out-of-State
2020-21

September 2020

Dear Senior,

Welcome to your senior year! Remember, good organization will help make the college application process easier. College applications are really just a way for you to share the great work you have done over the last four years. Do not allow it to bog you down or stress you out. Celebrate your accomplishments...you've come a long way!

This packet includes information needed to help support you in applying to college. Carefully review all contents of this packet and share the information with your parents. Hopefully, this will answer most of your questions. At Kick-off you were given an Unofficial Transcript. You will need your unofficial transcript to use when completing applications.

Visit the [Counseling Website](#) for valuable information, reminders, and updates. Also, please join the **Senior Page on Instagram**; srhsseniiorvision_2021 for important messages from counseling.

Every senior needs to go on [Naviance](#) and under the **"About Me"** section, click on **"My Account"** and add your personal email. Click **"Edit Contact"** to add your email so that counselors may contact you with important information if needed.

We are here to help you. Good luck!

Your SRHS Counselors,

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Upcoming Dates

Please join us for "The Wednesday College and Career Series." Every Wednesday College Admissions Counselors present via Zoom from 1-1:25pm. Registration is required. To see the Wednesday College Series' Fall Schedule and register to attend the series, please go to the SRHS Foundation College Corner located at: <https://srhsfoundation.org/college-corner> Using this same link, you can also access information about testing, college fairs, and scholarships as well as the SRHS Virtual College Fair featuring 2-minute presentations given by our local admissions counselors.

College Application Labs: Every Monday and Wednesday from **October 5 – November 21** via Zoom from 1:45 - 3:00p.m. Get help with your applications and essays. Work at a dedicated time weekly. All seniors welcome. **Please have each type of application reviewed by a SRHS counselor PRIOR to submitting!*

Application Workshops:

Cal State Apply Workshop, SDSU admissions advisor will walk you through the CSU application. Date: TBD

UC Application Workshop, UCSD admissions advisor will walk you through the UC application. Date: TBD

Cal SOAP Application Workshop, 10/4 and 10/5 10:00 – 2:00 p.m. – Register at calsoapsandiego.org

Cal SOAP Application Workshop, 11/23 and 11/24 10:00 – 2:00 p.m. – Register at calsoapsandiego.org

Know your deadlines for everything! Be organized and prepared.

September:

- 1** **The University of California (UC) application is open.**
- 24** **Open House**
- 22** **Senior Presentation at 3:30 p.m. Presentation taped to watch when convenient.**
- 24 – Oct. 7** **Individual post-high school counseling meeting with your counselor**

October:

- 1** **California State University Application opens.** Apply on-line at <https://www2.calstate.edu/apply>. Filing period 10/1 - 11/30/2019.
- 1** **FAFSA Filing Period Opens:** File through 6/30/2021 at <https://fafsa.ed.gov/>
- 5** **College Application Lab opens today**
- 13** **Financial Aid Night, 6 – 7:30 p.m.** – Register at calsoapsandiego.org
- 15** **FAFSA ID, 4 – 7:00 p.m. Time slots available at 4:00, 5:00, 6:00 and 7:00.** Register at calsoapsandiego.org
- 17** **FAFSA Cash 4 College, 9 – 12:00 p.m.** – Register at calsoapsandiego.org
- 28** **Cal-SOAP/SDUSD College Fair, 4 – 6:00 p.m.** – Register at calsoapsandiego.org

November:

- 1** **UC Application Filing Period Opens:** Filing period 11/1 – 11/30/2020
- 11** **Vetran’s Day Observed**
- 23 – 27** **Thanksgiving Break**
- 30** ***DEADLINE to Submit UC and CSU Applications!!!***

December:

- 21 – Jan. 1** **Winter Break**

January:

- 18** **Martin Luther King Day Observed**

February:

- 12 & 15** **President’s Day Observed**

March:

- 29 – April 2** **Spring Break**

May :

- 1** **National College Decision Day!** Complete your SIR (Statement of Intent to Register). This is the deadline to sign your attendance commitment. For many schools it is also the day to pay the down payment for housing deposits. Some schools may have different dates before or after May 1st so make sure to check each individual college’s policy. **For UC and CSU this is the deadline for the mid-year transcript along with the SIR. *Make sure you have requested your transcript with the registrar and add your school on Naviance.**
- 3 – 14** **AP Test Window**
- 28 & 31** **Memorial Day Observed**

June:

- 15** **Graduation Day!**
 - 30** **FAFSA Filing Period Closes**
-

Types of Applications and Timelines

Regular Admission: Public and Private Universities

Timeline: Typically, mid-November thru mid-January.

Check specific school websites for exact dates. All students must submit their applications by a specific deadline.

Early Decision (ED): Some universities accept (ED) applications. Check university website for exact dates and be sure to understand the contract associated with applying ED.

Timeline: Typically beginning of October- beginning of November

You MUST attend this school if accepted via ED. The decision is binding. Under this admissions program, you agree to attend this school if accepted, and you CANNOT apply ED to any other colleges or universities. If you receive an acceptance letter, you must withdraw any other application to other schools. Since this option is binding, you need to be sure about your choice.

Early Action (EA): Some universities accept EA applications. Check university website for dates and details.

Timeline: Typically beginning of October – Beginning of December

Apply before regular admission and receive the decision early. You are applying only to your top-choice school. You are not bound to attend if accepted and some universities will allow you to apply “Early Action” to more than one university. You can accept an offer as soon as you receive it or wait to make your final selection in the spring after you’ve found out where else you have been accepted.

Restrictive Early Action: Applicants cannot not apply to any other private college/university under their Early Action, Restrictive Early Action, Early Decision, or Early Notification program. (Example: Stanford University)

Rolling: Often large out-of-state universities. Check university website.

Timeline: Typically, August – July

These schools allow students to apply at any time during their admissions period. The school then evaluates each college application as it is received and sends acceptance letters to students who meet their requirements. Since admission is granted on a first-come, first-serve basis, you may consider submitting your application as early as possible.

REVIEW COLLEGE ADMISSION WEBSITES CAREFULLY! READ THE FINE PRINT BECAUSE EACH SCHOOL HAS DIFFERENT REQUIREMENTS AND RULES!

IMPORTANT : Be sure to have an appropriate email address when applying to colleges. You do not want information going to SPAM! You CANNOT use your school address because it only communicates with other sandi.net email addresses.

Common Application

(Private & Out-of-State)

What is the Common Application?

It is an application website that is used by over 500 private and out-of-state colleges.

How do I know if my college uses the Common Application?

Each college will indicate through their admission page on their website if they use the Common Application or their own application. ***If given a choice, we do prefer the Common Application because it is the most simple and easiest way for us to send your transcript and other documents.***

Applying

- Look at each college website to see deadlines for the application
- Go to ***commonapp.org*** to create your account
- Majority of information will only need to be typed once, however there will always be some information you must complete under each college
- Required to submit: Application, Transcript, School Report, Counselor Recommendation form and SAT/ACT scores. *SAT/ACT scores may be optional for the high school Class of 2021, see each college to verify.* **Letters of recommendation may also be required; this is different from the Counselor Recommendation. See the admission page for each school for specific requirements.**

Complete Application Using the information Below!

| | |
|------------------------------|--|
| Class Size & Rank | <ul style="list-style-type: none"> • Senior class size (2021) is <u>550</u> students • We do NOT rank. Write N/A or leave blank. |
| Senior Classes | <ul style="list-style-type: none"> • When it asks <u>how many classes</u> you would like to report, you count courses based on course title <ul style="list-style-type: none"> • Examples: English Literature 1 (first semester) & English Literature 2 (second semester) counts as 1 course. However, Government and Economics are two different course titles so you would list them separately...Government counts as 1 and Principles of Economics counts as 1. College Courses are also listed separately since they have different course titles • Use <u>Course Titles</u> from your Power School schedule. <ul style="list-style-type: none"> • Example: We do NOT offer Brit Lit. The course title is actually English Literature. It would be written as “English Literature 1, 2”. Our Economics class is titled “Principles of Economics” not Econ. |
| Activities | <ul style="list-style-type: none"> • Indicate your activities, i.e. community service, jobs, clubs, athletics, leadership, etc. • Explain your activity in detail. Do not assume the college knows anything about your activities. |
| Essay | <ul style="list-style-type: none"> • There is one mandatory essay, but some colleges or majors may request additional supplemental essays (see each school’s admission site for requirements) |

| | |
|---|---|
| School Report & Counselor Rec. | <ul style="list-style-type: none"> Your counselor will complete this section. When you request your Official Transcript you will indicate that it is a Common App school and your Counselor will complete BOTH the School Report and the Counselor Recommendation. The Counselor Recommendation must be completed by your counselor. <u>This is different from a Letter of Recommendation.</u> |
| FERPA | <ul style="list-style-type: none"> Mandatory to complete for SRHS to send transcripts and letters Complete on Common Application |
| Matching Common App to Naviance | <ul style="list-style-type: none"> Once you have completed the FERPA waiver you must match your Naviance account to your Common Application account. This will allow us to send Transcripts, School Reports and Recommendation Letters. Go to the “Colleges I Am Applying To” page under the Colleges tab on Naviance. There will be a box titled Common App Account Matching requesting your email with a button that says “Match”. Make sure you type in the same email and birthdate in Naviance as you used in the Common Application. |
| Recommendation Letters | <ul style="list-style-type: none"> See each school’s admissions page for requirements. Some schools do not require any recommendations while others may require multiple letters. Look to see if they would like letters from specific people, i.e., English teacher, teacher in the same subject as your major, counselor, etc. See the “Letter of Recommendation” procedures page in this guide. <p>Tip: Always ask your recommender via email, phone or zoom, first! Do not just send an electronic request.</p> <p style="text-align: center;">Must request at least 2 weeks in advance of due date.</p> |
| Transcript | <ul style="list-style-type: none"> Order your Official Transcript (See the “Transcript Request” procedures page in this guide for directions) If you took any classes at another school, i.e. Miramar or Mesa College or a different high school, make sure you also request a transcript from the other school/s. |
| SAT / ACT | <ul style="list-style-type: none"> Send your official SAT/ACT test scores when applying to the college. <i>(Many schools have waived this requirement this year. Please verify.)</i> <ul style="list-style-type: none"> SAT Scores - Must be sent from collegeboard.org. Send to EACH school ACT Scores - Must be sent from act.org. Send to EACH school |

Application dates vary. Check individual college websites under admissions.

REMEMBER, HAVE A COUNSELOR REVIEW YOUR APPLICATION PRIOR TO SUBMITTING. IT IS DIFFICULT AND TIME CONSUMING TO CORRECT APPLICATIONS AFTER THEY HAVE BEEN SUBMITTED

After you submit.....

- ✓ Check email and college web portal sites often/daily for information and messages. This is very important as this is how the college will contact you for various reasons; missing information, scores, etc.
- ✓ Know due dates and follow them. Colleges will NOT accept late applications, test scores, transcripts, etc.
- ✓ If you make any changes to your senior schedule, make sure all colleges are updated.
- ✓ No D’s or F’s in ANY of your senior classes!!! D’s or F’s in any prior A-G classes MUST be made up or in progress when applying.

Coalition Applications

The Coalition is an application site used by some colleges for the admissions process. **If given the option of using the “Coalition” or the “Common Application”, we recommend you use the Common Application.** SRHS sends all documents through Naviance and not through the Coalition site.

Important to note: If you do use the Coalition and want teachers or counselors to look over your application, you **MUST** speak with your teacher and/or counselor first for them to assist you. Just adding your teacher/counselor to the contacts section and sending them a link to look over your application will **NOT** initiate that process.

Requesting Transcript: Follow process outlined on the Transcript Request Directions page in this college guide. SRHS will send your transcript directly to the university, not through the Coalition site.

Requesting Letter of Recommendation: Follow the Letter of Recommendation Directions page in this college guide. Disregard the section that refers to the Common Application; you will not need to match your Coalition account to Naviance. Letters of recommendation will be sent directly to the university, not through the Coalition site.

Supplemental Application Requirements: If the university requires any additional forms from the school (i.e. school profile, school report, etc.), make sure to let your counselor know when submitting your transcript request form so those items are also sent. They will be sent directly to the university, not through the Coalition site.

Naviance for College Applications

As a senior, you should be familiar with Naviance. It is required that you use Naviance to request documents for your applications. You will use Naviance to:

- ✓ Research colleges based on your requirements and desires.
- ✓ Develop a list of colleges to which you would like to apply.
- ✓ Complete your resume to share information with your recommenders. It is also needed if the college you are applying to requires a school report.
- ✓ Complete the Senior Info Sheet and Parent Brag Sheet. These are optional items to assist your recommender in getting to know you better for a more personalized letter.
- ✓ Request Letters of Recommendation from SRHS teachers.

More information about Naviance and How to Add Colleges and Order Transcripts is on the Following Pages Titled “Transcript Requests”

Transcript Request

Unofficial Transcript:

One was provided at Kick Off. Seniors, use this transcript to assist with completing college applications.

Official Transcript:

Official transcripts must be requested through Naviance for Juniors and Seniors.

(Directions on next page.)

TRANSCRIPT REQUEST FOR COLLEGE APPLICATIONS

Official transcripts are required at different times depending on where you apply.

- ✓ For schools (usually private and out-of-state) requesting a counselor recommendation, school report or other supplemental forms; **order a transcript when you begin to complete the application. You must also submit the College App Additional Items Request Form** The colleges require us to send all documents together, so we cannot send your transcript until you have done this additional step.
(A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).

Once you have requested a transcript, go to the “**Colleges I’m Applying To**” list and see if your transcript will be sent electronically or if it needs to be mailed.

A COMPUTER SCREEN means that the transcript will be sent electronically.

A STAMP means that a pre-addressed, stamped envelope needs to be given to the Registrar. Coordinate the drop off of your envelope/s with the registrar, [Solange Sachs](#).

Transcript Request from San Diego Miramar College

Official Transcript Request:

1. Check individual colleges to see if they want an official transcript sent when the application is due, or if they want you to wait until you have completed your first semester grades. Each college could have a different preference.
2. Go to the San Diego Miramar Website. Go to Students, then to Transcripts.
3. Log onto mySDCCD and order a transcript to be sent to the specific college campus.

NAVIANCE: HOW TO ADD COLLEGES & REQUEST TRANSCRIPTS

Logging On:

1. Log in to Naviance via the Clever Portal: <https://clever.com/in/sdusd>
2. Click on the box that says “Log in with Active Directory”
3. Type in your student ID and password
4. Your Clever main page will open and you can select Naviance under the title “Instant LogIn Applications”

How to Add Colleges and Request Transcripts:

5. Go to “colleges I’m applying to”
6. Click on the pink circle with a plus sign (+) on the right side of the page.
7. In the box that says “Which college are you applying to?”, type the school name
8. Answer the question on dropdown menu:
 - a. Application Type
9. Answer the question on dropdown menu:
 - a. Submit My Application Type
 - i. *We cannot send anything until you choose an option. For non-Common App schools that accept electronic transcripts, choose “Direct to the Institution”
10. Click on box that says “ADD AND REQUEST TRANSCRIPT” (*Do not send transcript in the fall for UC and CSU*)
11. Type of transcript; “Initial”
 - a. *Note: We DO NOT send unofficial SAT and ACT scores, all scores must be sent from Collegeboard or ACT.
12. Lastly, click on “Request and Finish”

COLLEGES REQUESTING MORE THAN JUST A TRANSCRIPT....

If the school you are applying to also requires a counselor recommendation, a school report or other supplemental forms, you must also complete the **College App Additional Items Request Form**. (*A link to the form can be found on the [Transcript Request Page](#) on the Counseling website*). The colleges require us to send all documents together, so we cannot send your transcript until you have done this additional step.

Must also complete these steps if using the Common Application!

FERPA Waiver and Matching with the Common Application:

1. Complete the FERPA Waiver. This is on your Common Application.
2. Click Match Accounts on Naviance. This is found under the “Colleges I am Applying to” page.
3. Type in your Common App email address and confirm your birthdate is correct. If you have a different birthdate on your Common Application, the accounts won’t match. Make sure you type in the same email address you used when completing your common application, otherwise your accounts won’t match. **We cannot send items to your Common Application Schools unless you have matched your account!**

Letter of Recommendation Requests

IMPORTANT: Information to know prior to starting your letter of recommendation request.

- ✓ Know which colleges require a letter of recommendation, how many and from whom.
- ✓ Confirm you actually need a “letter of recommendation” from your counselor and not just a “counselor recommendation”. ONLY request a letter if the college admissions website uses the word “letter”.
- ✓ When requesting a recommendation to be sent by a counselor, you must also request a transcript to be sent at that time if one has not already been requested. (see transcript request directions).
- ✓ First, ask your recommender through email during distance learning. Choose someone who knows you and can write a letter that is comprehensive. Some schools may want a particular recommender, i.e., subject area, major, etc.
- ✓ *Be sure to show your appreciation to your recommenders as letters take thought, time and effort to write.*
- ✓ Requests should be made **A MINIMUM OF TWO WEEKS PRIOR TO THE DUE DATE (not including vacation dates)**. Each teacher has their own guidelines for students in order to write a letter of recommendation. Some teachers ask for more than two-week’s notice and have other forms you need to fill out, in addition to, or instead of, the Senior Information Sheet, Resume, and Parent Brag Sheet. Ask what each teacher requires. Look at the Senior page on the counseling website for due dates prior to the vacation periods.

REQUIREMENTS FOR REQUESTING A LETTER OF RECOMMENDATION

1. **On Naviance, complete the Resume (mandatory), Student Information Sheet (optional) and the Parent Brag Sheet (optional).**
2. **On Naviance, add the college/s you are applying to and request the transcript/s.**
3. **Ask your recommender if they will write you a letter of recommendation.**
4. **FOR COUNSELORS: Complete the College App Additional Items Request Form. (A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).**
FOR TEACHERS: Request the Letter or Recommendation on [Naviance](#)

**If letters must be mailed, coordinate dropping off pre-addressed stamped envelopes with the registrar, [Solange Sachs](#).*

**You must do ALL 4 steps above to have a letter of recommendation written for you!
The timeline for your request starts once you have completed all 4 steps.**

(See next page for detailed directions)



Step-by-Step Directions

STEP 1: Prior to communicating with your recommender you need to complete information about yourself on **NAVIANCE**. *NOTE: Save frequently so you do not lose work if the page times out!*

1. Click on the tab at the top of the page titled **“About Me”**
2. Under the section **“My Stuff”** click on the link titled **“Resume”**
 - ✓ Click on the pink circle with the plus sign (+). Add any information that applies to you (i.e., volunteer service, work experience, extra-curricular activities, awards, athletic achievements, etc.). This information will be important for your teacher/counselor in writing your recommendation letter.
3. Under **My Surveys**, click on **“Surveys Not Started”**, then complete the **“Senior Information Sheet”**, and (optional) your parent/guardian may complete the (optional) **“Parent Brag Sheet”**. The more information that is provided, the more your letter will stand out.

STEP 2: Add Colleges and request transcripts on Naviance if this is not already. *See Transcript Request Directions on the counseling website for how to add colleges and request transcripts.*

STEP 3: Now you should email your counselor and/or teacher to request a letter of recommendation.

STEP 4: After you have received confirmation a letter of recommendation can be written, then electronically request your letter of recommendation.

FOR COUNSELORS: Complete the **College App Additional Items Request Form**. *(A link to the form can be found on the Transcript Request Page on the Counseling website).*

FOR TEACHERS: Request your letter on NAVIANCE

Click on the **“Colleges”** tab

Click on the **“Colleges I’m Applying To”**

Scroll down to **Letters of Recommendation** and click on the words **“Letters of Recommendation Section”**.

Click on **“add requests”** Find your recommenders in the dropdown menu. Add a personal note indicating the due date of the letter and to which college/s you are requesting a letter.

IMPORTANT DETAILS

Once you have requested a letter, go to the **“colleges I’m applying to”** list and see if your transcript will be sent electronically or if it needs to be mailed.

A COMPUTER SCREEN means that the transcript will be sent electronically.

A STAMP means that a pre-addressed, stamped envelope needs to be given to the Registrar. Please contact the registrar, [Solange Sachs](#), to arrange a time to drop off the envelope/s. If other items besides a transcript is requested, please drop off envelopes for each recommender and let them know when the envelopes are available to pick up.

Requests, Naviance items and the College App Additional Items Request Form must be submitted
A MINIMUM OF TWO WEEKS PRIOR TO THE DUE DATE.

DIFFERENCE BETWEEN “Counselor Letter of Recommendation” and “Counselor Recommendation”:

On the Common App under each school, scroll to the bottom of the page and see if there is a Counselor Letter of Recommendation requirement, or just Counselor Recommendation.

- ✓ If **Counselor Letter of Recommendation** is required: Follow teacher letter of recommendation guidelines. It is rare that a letter will be required from the counselor.
- ✓ If **Counselor Recommendation** is required: Your counselor will complete this on their own. They will complete both the School Report and Counselor Recommendation. You do not need to submit the Parent Brag sheet or Student Info sheet for them to do this. **You do need to provide a resume** in order for your counselor to complete the School Report and Counselor Recommendation. You should see a green checkmark next to the requirement when they have submitted it.

Financial Aid and Scholarships

FINANCIAL AID

To apply for student financial aid from the federal government, including the Pell Grant, Perkins Loan, Stafford Loan and work-study, you will need to submit financial aid applications the most important of which is the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA application is found at <https://fafsa.ed.gov/>.

FAFSA DEADLINES:

FAFSA can be submitted as early as October 1st. Financial aid applications, such as the FAFSA should be submitted as soon as possible after the date they open each year. To meet the deadlines for most states you should submit the form no later than June 30, 2021. NOTE: The deadline is midnight, central time. The earlier you file, the more grant money you are likely to receive (up to twice as much). Please be aware that for some colleges, the deadline is December 15 and March 1. Do not wait until your parents file their income tax returns with the IRS. You should estimate your income. You can change amounts later.

SCHOLARSHIPS

Scholarships are listed on NAVIANCE. Check regularly and APPLY!

Check each school's deadline for Merit Scholarships. Some schools may only offer special scholarships to those who applied early action etc. **Be aware of deadlines!**

Be aware of companies that charge money for scholarship information. We recommend that you check the sources before ever spending any money! See your counselor if you have any questions.

Hard copies of local scholarships are located in the scholarship file in counseling office.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

California is a member of WICHE (Western Interstate Commission of Higher Education). 145 schools participate in the West. WICHE states include: Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Washington and Wyoming. Out-of-state tuition is reduced giving students from WICHE states affordable access to programs that may not be available in their home state. It also provides students with a more diverse array of institutions in which to enroll.

Colleges that participate set aside a limited number of spots for students with a WUE tuition so students should apply early. Visit the website to see which colleges and majors qualify for WUE tuition.

<http://www.wiche.edu/>

Helpful Websites

act.org – Sign up for ACT and send scores. Resource for college.

collegeboard.org – Sign up for SAT and send scores. Also a resource for college, PSAT, AP and SAT.

collegeweeklive.com – Virtual tours and live chats with current students and admissions officers. Offers webinars about the application process and financial aid.

californiacolleges.com – Source for college and career planning in CA.

collegedata.com – On-line college advisor

fafsa.ed.gov – Free application for federal student aid

fastweb.com – Fastweb hosts more than 1.5 million scholarships that provide more than \$3.4 billion in funding. Once you create a profile, the site's search feature will help you find the most accurate matches that fit your needs.

scholarships.com – Scholarships.com hosts one of the largest scholarship databases out there and it's updated on a daily basis.

calstate.edu/apply – Learn about and apply to the California State University.

universityofcalifornia.edu - Learn about and apply to the University of California.

ncaa.org – Must sign-up if planning on playing Division I, II, III sports in college.

wiche.edu/wue – Find colleges and majors out-of-state that offer reduced tuition costs.

instateangels.com – Learn how to get in-state tuition (out of state)

edvisors.com – Education tax benefits.

money4college.org (**hefargroup**) – Higher education financial aid resources.

cappex.com – Search and compare colleges, get admission information and apply for scholarships.

sdccd.edu – The San Diego Community College District (Miramar, Mesa, City). Search "Promise" to learn about how to go to college for free!

goingmerry.com – Similar to the Common App platform, but used for Scholarships. Matches students.