Career Pathways

Institute

Application Handbook

Welcome

We are pleased to bring you the Career Pathways Institute's 2017-18 Student Application. By completing this one online application, you will be considered for a spot in the Career Pathways Institute. By filling out the entire application, you will also be considered for the Grand Island Education Scholarship that will help pay for the College Credit that is offered in many Pathways.

The application has multiple screens and represents a comprehensive file on you. While not all fields are mandatory, we recommend that you fill in as many as are applicable to you. Each field is designed with a purpose in mind. The information on the following pages will help you to submit the best possible application.

On behalf of all of the individuals, families, and businesses that have created these programs and the scholarship funds to invest in your educational future, I wish you the best!

Daniel Phillips, Director
Career Pathways Institute

Important Deadlines

The new student application window will be open the following dates:

Fall application window: November 11, 2017 through Friday, December 22, 2017.
Spring application window: January 1, 2018 through Friday, February 28, 2018.

Initiative Points

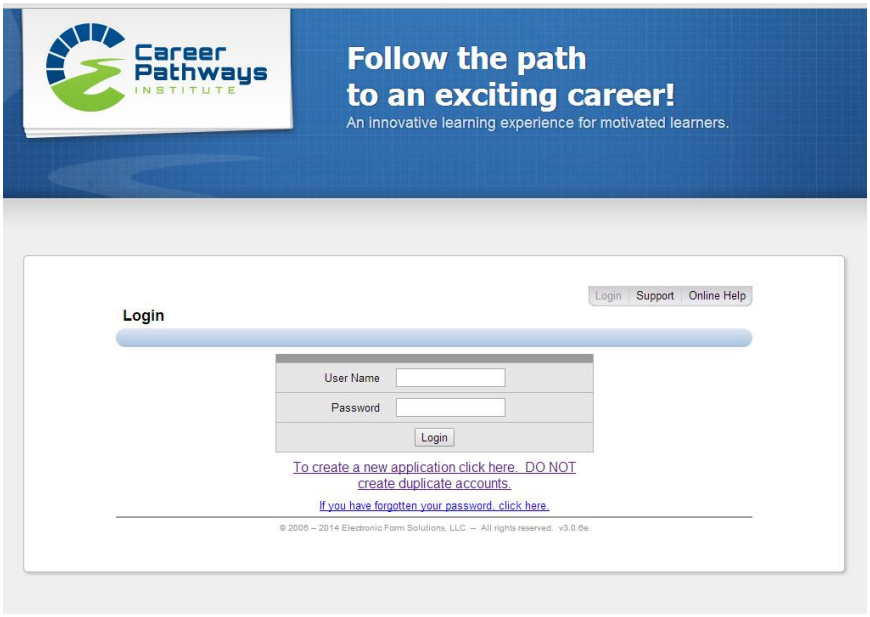
Students can earn bonus points for submitting their application before the deadline.
These bonus points are called Initiative Points. Initiative points will be considered by reviewers when making placement recommendations. While submitting the application early does not guarantee a spot in the program, it will certainly help.

Fall Application Submitted by:			**Spring Application Submitted by:**		
December 1	=	15 points	February 2	=	15 points
December 8	=	10 points	February 9	=	10 points
December 15	=	5 points	February 16	=	5 points

How to Get Started

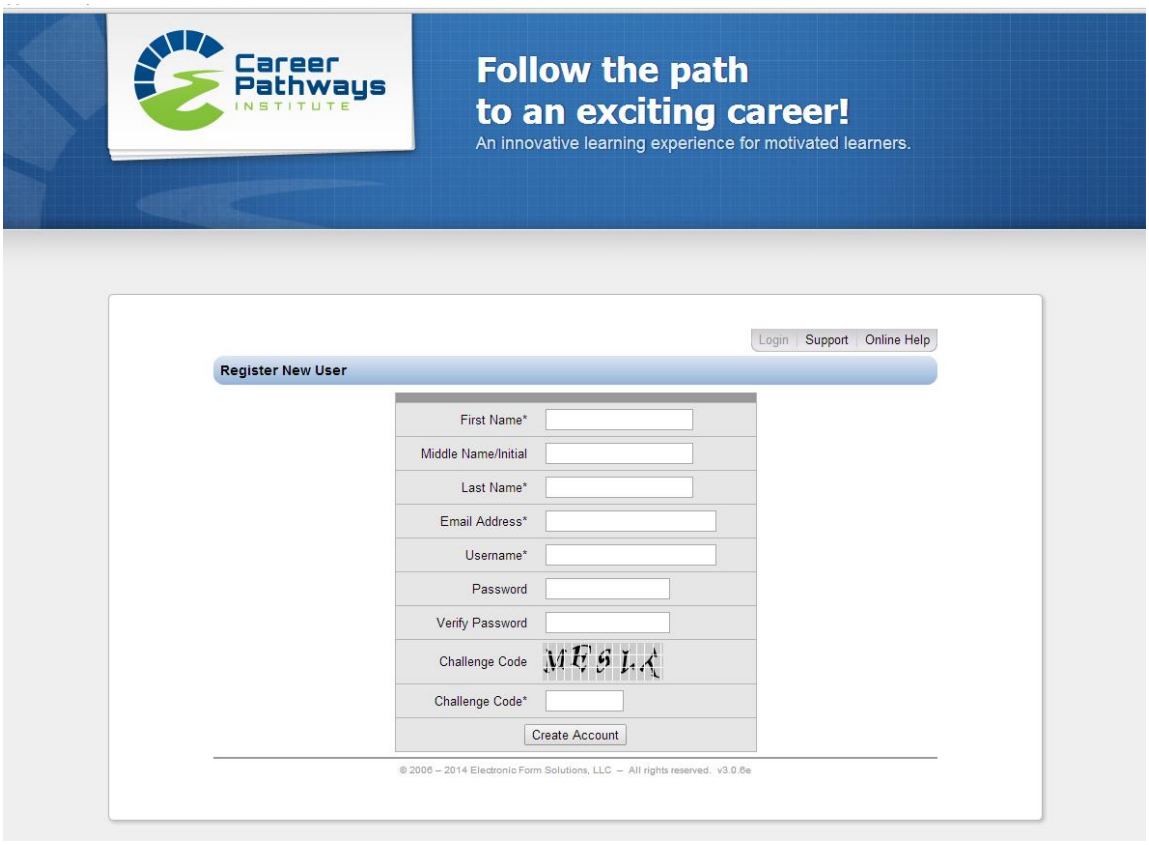
Before you can use the online scholarship application you must become a registered user. During the registration process you will choose your own user name and password. If you cannot remember your user name that you have created, please contact the CPI Registrar (menck@gips.org). DO NOT create another account. If you create a duplicate account, the Review Committee reserves the right to disqualify your application.

At the login screen click To create a new application click here. DO NOT create duplicate accounts.



Forget User Name or Password If you forget your User Name or Password, click on **If you have forgotten your password, click here.** on the login page. Enter the email address used to create the account, complete the challenge code and click on Reset Password. An email with a reset password link will be sent to your inbox. The User Name will appear on the reset password page. If you still need assistance contact the CPI Registrar at menck@gips.org.
You will be presented with a registration screen.

Register New User Page



Enter your First Name, Middle Name/Initial and full Last Name. Please make sure you use proper capitalization in your name is correct.

Enter your school E-Mail Address. Please make sure it is spelled correctly.

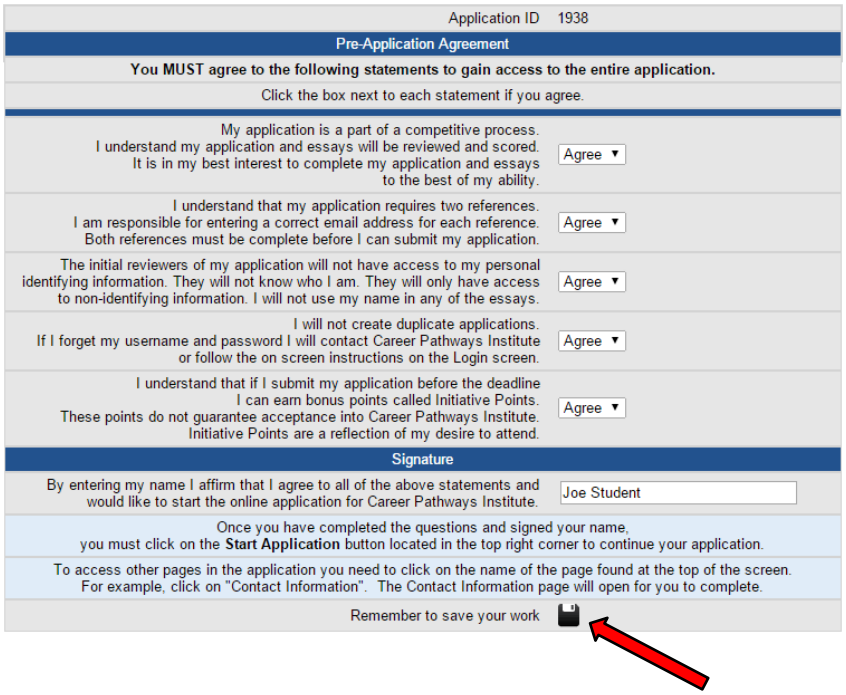
Please use your school E-Mail Address as your Username. If a user name is not entered, the email address will be used as your user name.

We recommend using your 5-digit student number as your Password. If you are not a GIPS student, your password needs to be at least 5 characters.

Remember that the passwords are case sensitive and fields marked with an asterisk (*) are required.

Start Application

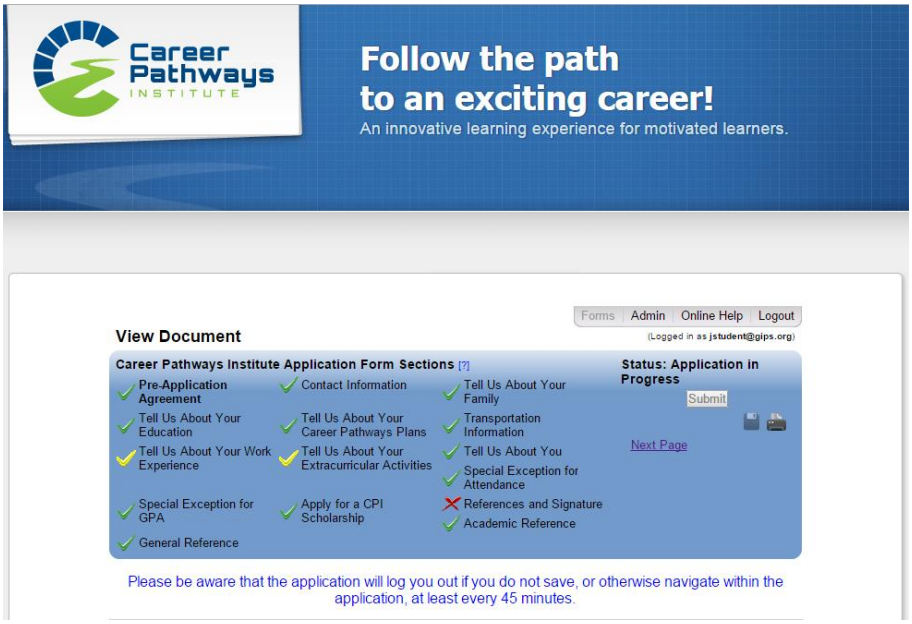
Complete and Save the Pre-Application Agreement. Read each of the statements carefully, and type in your name for your Signature. Then click on Disk Icon at the bottom of the page.



Once you have completed the Pre-Application Agreement and saved the form, you need to click on the **Start Application** button.

Next, you need to click on the **Next Page** button.

Common Application Form Sections



In the Common Application Form Sections (blue box at the top of each screen) all of the forms needed for your online application are listed. The form that is currently displayed on your screen is bolded (in the example above the **Pre-Application Agreement** form). To select another form in your application, you need to click on the form name. If you have not saved information entered into a field, the application will display a warning box to give you a chance to save the new information.

What do the icons next to my form names indicate?

The icons represent the status of each form:

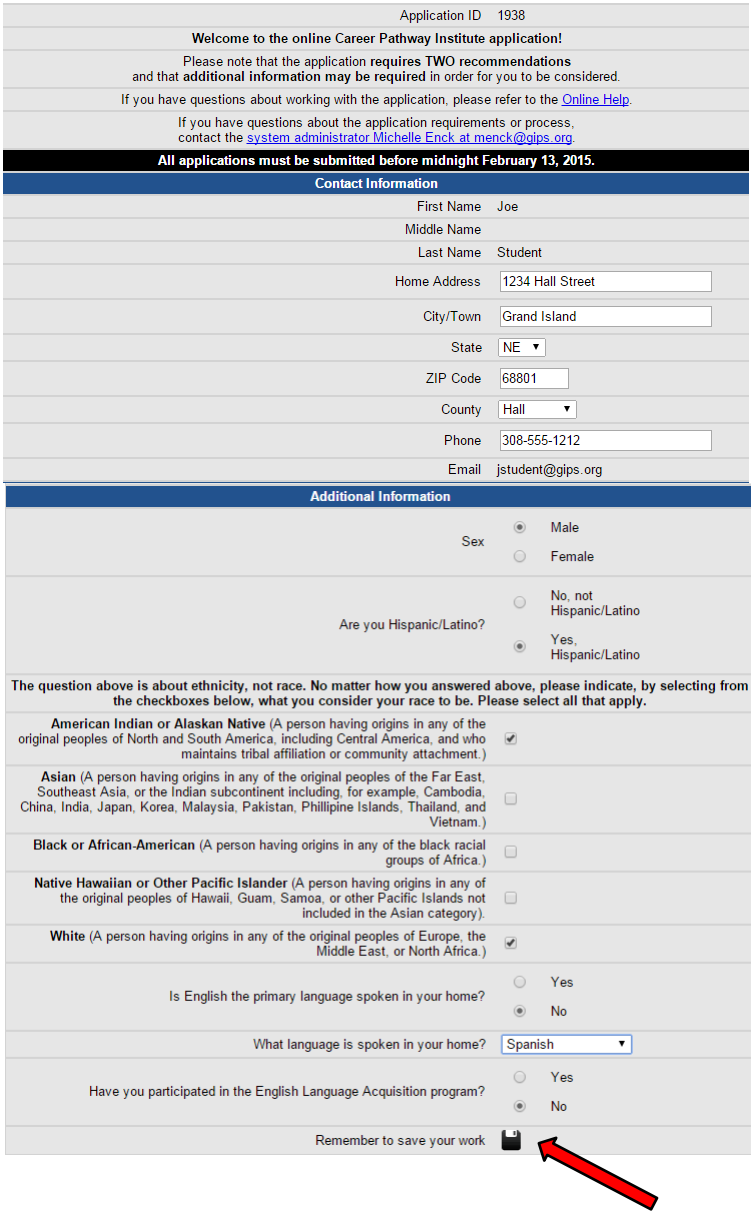
A green check mark indicates that all of the required fields in a form have been completed.

A yellow check mark indicates that all of the required fields in a form have been completed, but some optional fields are empty. This is only a warning and will not prevent you from submitting your document.

A red X is shown when at least one required field in a form is empty or contains an invalid entry. Your document cannot be submitted while any of its forms are incomplete. If you hover your mouse over the X, pop-up text will list the reasons that a form is considered incomplete.

PLEASE NOTE: You <u>can</u> submit your application with yellow check marks next to a form. Most likely some forms will always have a yellow check mark. Just review those forms to make sure you have entered all the information you wish to be considered for scholarships.

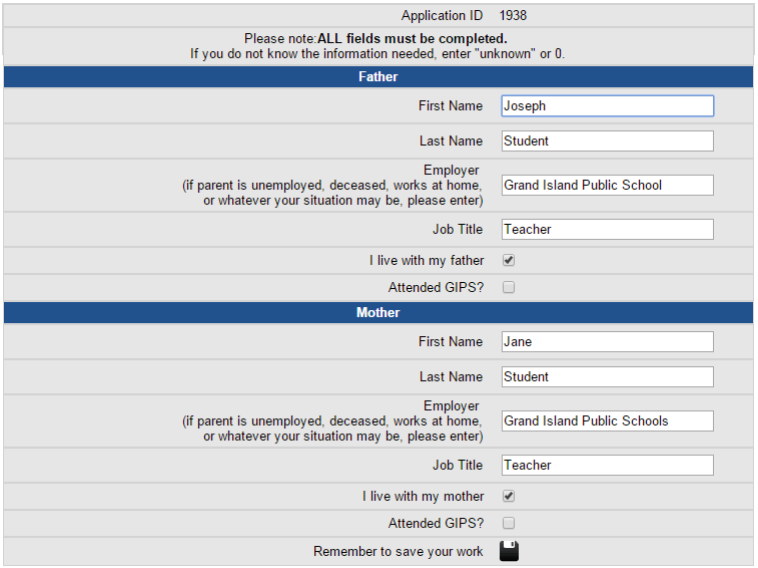
Contact Information Page



Your name will automatically appear in this page. Please fill out the remainder of your contact information. Make sure the information you provide is accurate, as this is the contact information we will use to contact you.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

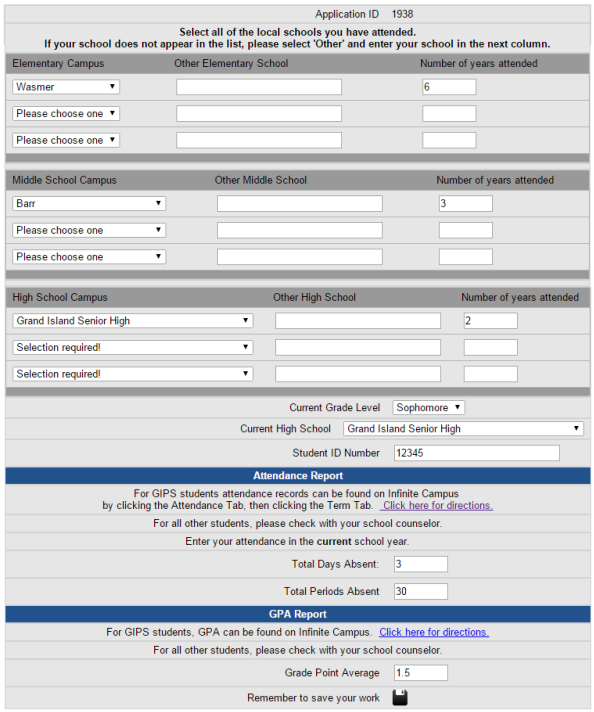
Tell Us About Your Family Page



Fill out the information for your parent(s). If you do not know the information needed, type in "Unknown" or put a 0 in the field.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Education Page



Select the school that you attended for Elementary School, Middle School and High School. If you attended a school that is not listed, select "Other" from the drop down list, and type in the name of the school in the Other (Elementary/Middle/High) School box.

Select your Current Grade Level and your Current High School from the drop down lists. If you have a student number, please list it in the field for Student ID Number. If your school does not give you a student number, leave this field blank.

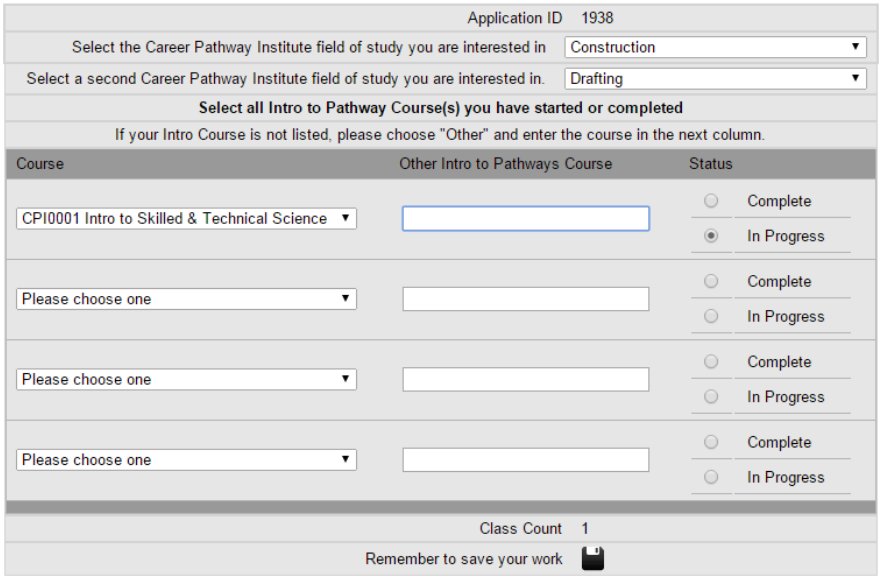
Fill out the Attendance Report section. Click on Click here for directions if you are a GISH student and need help finding where your attendance is reported in Infinite Campus.

Fill out the GPA Report section. Click on Click here for directions if you are a GISH student and need help finding where your GPA is reported in Infinite Campus.

If you are unable to access any of this information, or are applying from another school district, please see your counselor to get this information.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Career Pathway Plans Page



Select the Career Pathway Institute Pathway of your first choice from the drop down list.

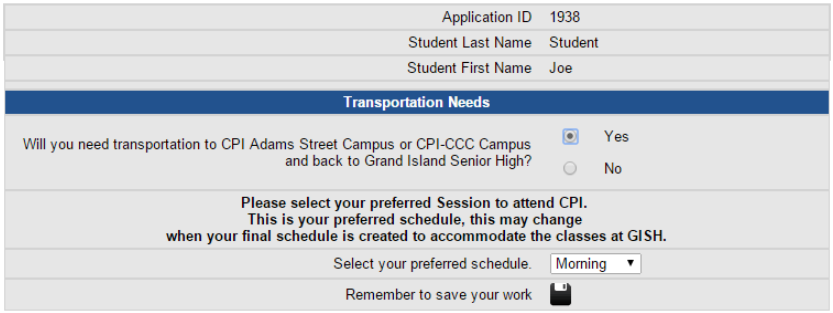
Select a second Career Pathway Institute Pathway of your choice, in case your first choice is full.

Select an Intro Course from the drop down list and select either Complete, or In Progress. If you are signed up for an Intro Course in the Spring semester, select that class from the drop down list and select In Progress.

If you are applying from a different school district, select Other from the drop down list, and type in the name of the Courses you've taken in the related field as your Pathway Choice.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Transportation Information Page



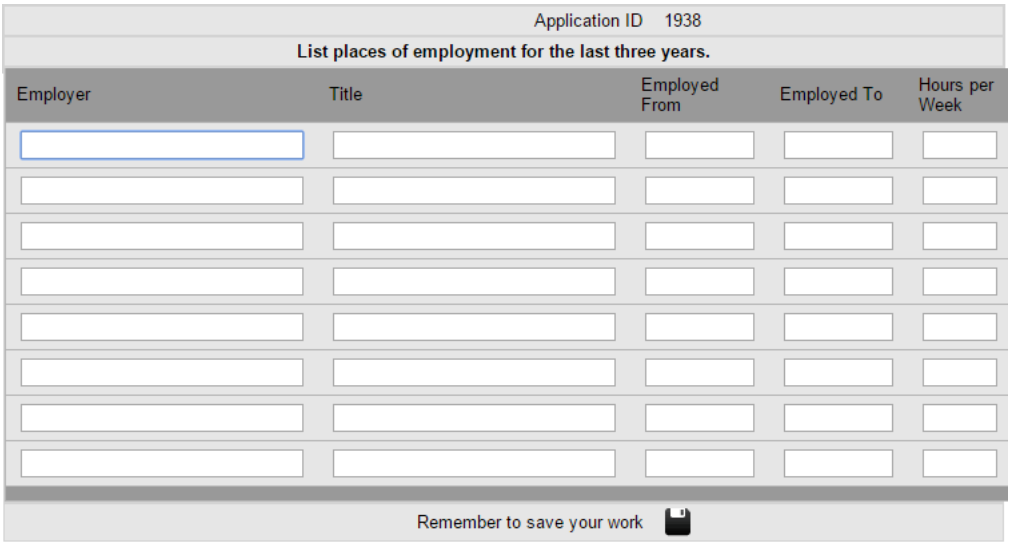
If you have selected a Pathway at the Adams Street or CCC Campus, you will need to fill out this page. If you selected a Pathway at GISH, you will not see this page.

For GISH students only, select either Yes or No if you will need transportation to and from Adams Street or CCC. We have a bus service that picks up at GISH, and drops off at both the Adams Street and CCC Campuses. If you are applying from a district other than GISH, select No.

Select your preferred schedule from the drop down list. Keep in mind; *this is just your preference*. Your actual schedule may differ once your schedule is built or when classes are offered.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

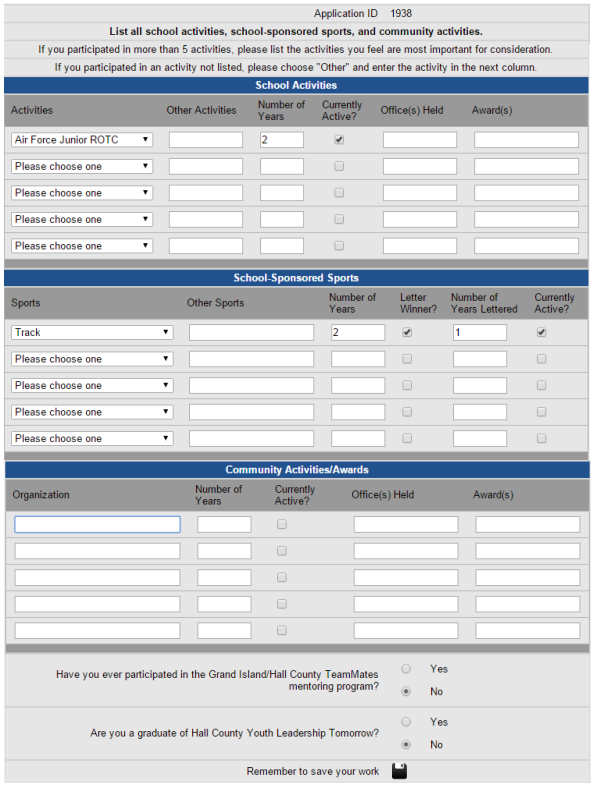
Tell Us About Your Work Experience Page



If you have work experience, please list it here. If you do not have any paid work experience, leave the fields blank.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About Your Extracurricular Activities Page



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List all school activities, school-sponsored sports, and community activities.

If you participated in more than 5 activities, please list the activities you feel are most important for consideration.

If you participated in an activity not listed, please choose "Other" and enter the activity in the next column.

School Activities

Activities	Other Activities	Number of Years	Currently Active?	Office(s) Held	Award(s)
Air Force Junior ROTC		2	☑		
Please choose one			☐		
Please choose one			☐		
Please choose one			☐		
Please choose one			☐		

School-Sponsored Sports

Sports	Other Sports	Number of Years	Letter Winner?	Number of Years Lettered	Currently Active?
Track		2	☑	1	☑
Please choose one			☐		☐
Please choose one			☐		☐
Please choose one			☐		☐
Please choose one			☐		☐

Community Activities/Awards

Organization	Number of Years	Currently Active?	Office(s) Held	Award(s)
		☐		
		☐		
		☐		
		☐		
		☐		

Have you ever participated in the Grand Island/Hall County TeamMates mentoring program? ○ Yes ◉ No

Are you a graduate of Hall County Youth Leadership Tomorrow? ○ Yes ◉ No

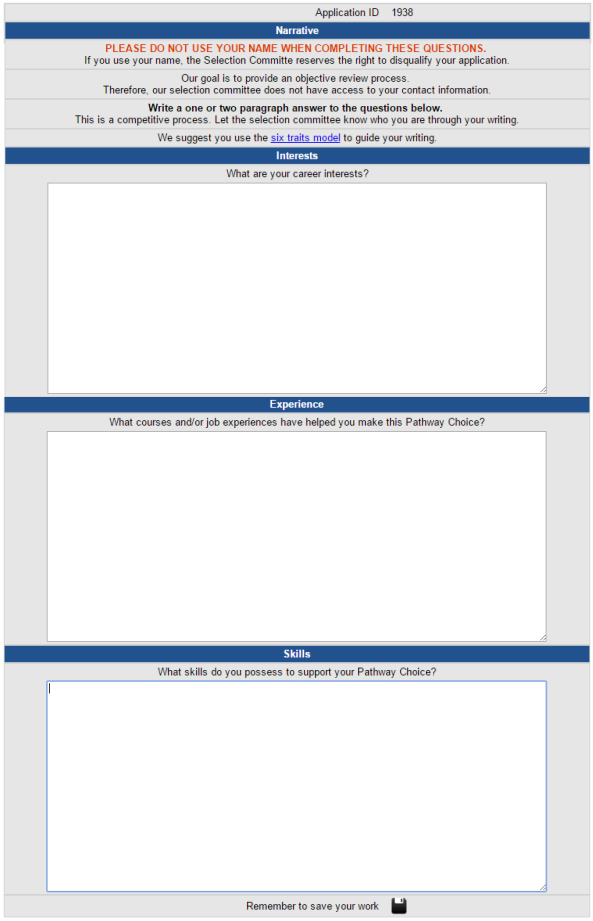
Remember to save your work

Fill out if you are or were involved in an School Sponsored Activities or Sports, or Community Activities/Awards. If you have not participated in any of these areas, leave them blank.

Answer the bottom two questions on the page, relating to the TeamMates program or Hall County Youth Leadership Tomorrow.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Tell Us About You Page

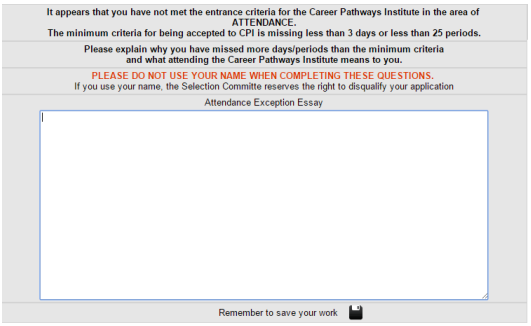


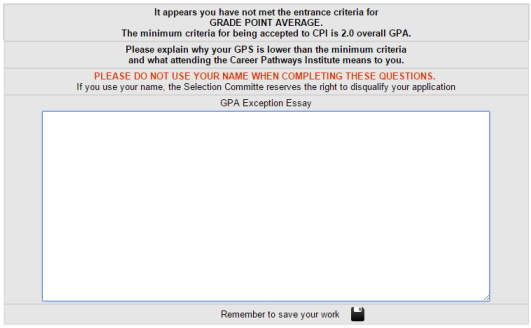
This page is your chance to provide insight to your Career Interests, Experience and Skills that can help earn you a spot in the Career Pathways Institute.

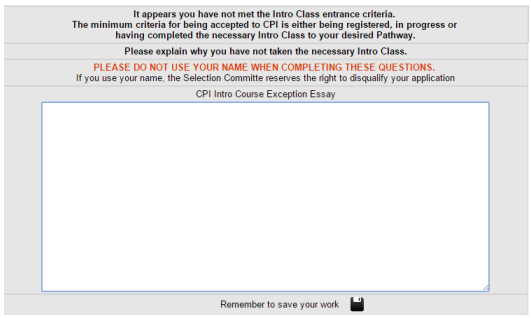
Please use proper grammar and spelling, and write 2-4 complete sentences that fully describe yourself in each of these areas. Statements like “I like building stuff” will not be rated highly by the review team, and could cost you a spot.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

Special Exception Essay Pages







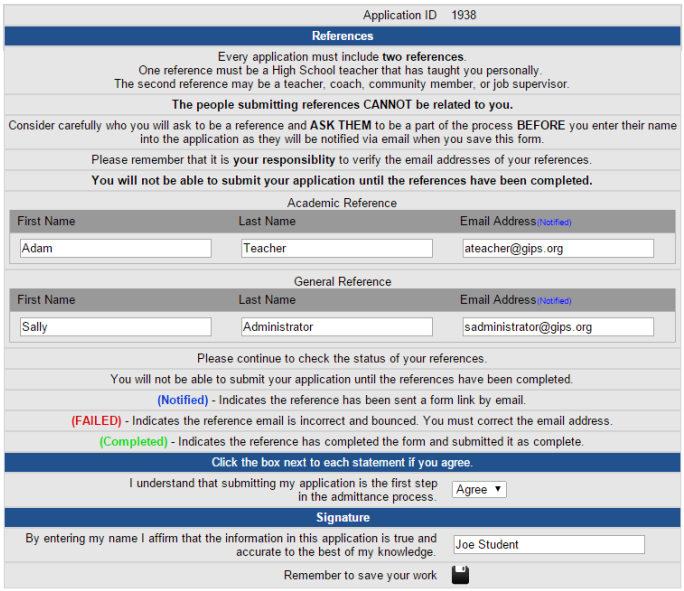
If you have one of these pages, it means you do not meet some of the entrance criteria to get into the Career Pathways Institute.

There are three possibilities for additional Essays: Attendance, GPA or Intro Class. This does not automatically disqualify you for the Career Pathways Institute, but this is your opportunity to explain situations that may have arisen to cause to you either miss too many periods/days, have a low GPA or have caused you to not have taken the necessary Intro Class. Again, please use proper grammar, spelling and use 2-4 complete sentences to support your case.

When you have all of the information filled in and answered, click on the Disk icon at the bottom of the page to save your work and move to the next page.

References, Counselor and Signature Page

Each Online Application requires at least two references. Consider carefully whom you will ask to be your reference. **It is important to ask someone first if they will be your reference**. If they say yes, ask for their email address. Once you enter their information on the "References and Signature" page, your reference will receive an email with a link to your online application reference form. Once they complete the reference they will not be able to access your application again. The references must be complete before you may submit your application. You will need to select one Academic Reference (a teacher that would speak highly of you) and one General Reference (anyone, other than a family member, that can provide a character reference for you).


Application ID 1938

References

Every application must include **two references**.
One reference must be a High School teacher that has taught you personally.
The second reference may be a teacher, coach, community member, or job supervisor.

The people submitting references CANNOT be related to you.

Consider carefully who you will ask to be a reference and **ASK THEM** to be a part of the process **BEFORE** you enter their name into the application as they will be notified via email when you save this form.

Please remember that it is **your responsiblity** to verify the email addresses of your references.

You will not be able to submit your application until the references have been completed.

Academic Reference

First Name	Last Name	Email Address (Notified)
Adam	Teacher	ateacher@gips.org

General Reference

First Name	Last Name	Email Address (Notified)
Sally	Administrator	sadministrator@gips.org

Please continue to check the status of your references.

You will not be able to submit your application until the references have been completed.

(Notified) - Indicates the reference has been sent a form link by email.

(FAILED) - Indicates the reference email is incorrect and bounced. You must correct the email address.

(Completed) - Indicates the reference has completed the form and submitted it as complete.

Click the box next to each statement if you agree.

I understand that submitting my application is the first step in the admittance process. Agree

Signature

By entering my name I affirm that the information in this application is true and accurate to the best of my knowledge. Joe Student

Remember to save your work

The questions a reference will be asked to complete are available for you to see. However, you will not be able to see what the reference enters. Click on the "Academic Reference" and the "General Reference" documents to see the reference form.

Monitor closely the progress of your references. **It is your responsibility to ensure your references complete the form**. The status of your references will be displayed on the "References and Signature" page next to their email address.

(Notified) – Indicates the reference has been sent a form link by email.

(FAILED) – Indicates the reference email is incorrect and bounced. You must correct the email address.

(Completed) – Indicates the reference has completed the form and submitted it as complete.

You will not be able to submit your application until both references have been completed. Please check on your application to ensure that the references are complete. Once both references show as Completed, you may click on the Submit button at the top of your application to finalize your application.

Essay Questions

There are essay questions that appear throughout the application. It is important to read each essay question carefully and answer to the best of your ability. Show the review committee who you are through your writing. We recommend you use the Six Traits Model (found on the Tell Us About You page) to guide your writing. It is also suggested you write your essay in another program and then copy/paste it into the application. PROOF the essay once it has been pasted. Sometimes character errors happen and need to be edited. DO NOT USE YOUR NAME. Our review committee does not have access to your contact information and do not want to see your name in the essay.

What if I have questions?

There are several places within the application to get more information. On some pages you will find links you can click on to get more information on how to complete the application. On the Additional Information for Your Scholarship page, there is a link to all of the scholarship guidelines. At the top of all the pages you can click on Online Help. In the Application Form Sections, you can hover your mouse over icons to see what needs to be completed on a page. If you cannot find an answer to your question, contact the system administrator at menck@gips.org.