Directions for applying to the Upward Bound Program online.

1) Create an account
    a. Sign in
    b. Create password – remember the user name and password for future use.
    c. You will receive an email confirming that you created an account.
2) Complete the application
    a. SUBMIT the application
    b. You will receive an email confirming that your application has been submitted.

You are able to go back into the account you created to make changes or to check on the status of your application.

3) The Academic Skills Coordinator will review your submitted application.
    a. If you are invited to continue with the application process you will receive a notification to accept or deny the invitation.
        i. If you accept the invitation – You will continue to the next step in the process. Continue with the forms in the Task List.
        ii. If you deny the invitation – nothing else needs to be submitted and the application process is over.
    b. If you are not invited to continue with the application process, the Academic Skills Coordinator will send an email or a letter to the applicant and the process is over.
4) Submit the completed forms in the Task List
    a. The Academic Skills Coordinator will review the completed forms.
    b. The student will be contacted by the Academic Coordinator and will be informed of their current status.
        i. Continue in Offered Status – Coordinator will set up a time to meet with the parent/guardian and student
            1. At this time, financial verification information and SS # (if needed) will need to be submitted.
        ii. Waitlisted or Denied Status - Student will be notified with an email or a letter and no further action is required.
5) The Academic Skills Coordinator will send an email or a letter to the applicant to inform them of the decision to accept, waitlist or deny the student's participation into the Upward Bound Program and will update the student's application status on their account.