

Student Applications and Course Registration Information

What is the SBS Application Day?

- This is a day pre-determined by each high school counselor to submit in bulk student's applications. See below for further instructions. Everything should only be emailed to nkusbs@nku.edu.
 - **For schools that use Parchment or Naviance, you'll need to send any new student's transcript to NKU.**
- Prior to this, all **new** students should have completed the online application (<http://appliesbs.nku.edu>)

New SBS students (*never taken an SBS class*) Applications:

- Students complete:
 - Online application: <http://appliesbs.nku.edu>. Completion of the online application is verified by receipt of a reference number.
 - Disclosure form (available on the SBS website), and turn it in to their high school counselor.
- Counselors collect and submit:
 - Disclosure form
 - A copy of the student's high school transcript and ACT scores (if applicable).

Returning SBS students (*taken at least one class*):

- Returning students do **NOT** need to complete anything to continue in the program.
- If a returning student is planning to take an English/Math/Science, new ACT score reports may be needed.

What do counselors do on SBS Application Day?

- *Email collected application materials ONLY to nkusbs@nku.edu. Only send fully COMPLETED APPLICATIONS (Disclosure form, transcript, and any letters of recommendation).*
- **Counselors must complete the "Application Day" coversheet.** A copy will be provided to all partnering high schools
 - **You will complete:**
 - **First/Last Name**
 - **New or Returning Student**
 - **Grade**
 - **GPA**
 - **ACT information (Composite, English, Reading, Math)**
 - **The high school courses and/or Campus/Online options are pre-populated so you'll just put an "x" in the appropriate column(s) for that student.**
 - **Readily checked email (if available)**
- Email one document of all new students' disclosure forms.
- Email one document of any letters of recommendation for students.

- Submit only **NEW** student transcripts through **Parchment or Naviance**.
 - **What if our school doesn't use Parchment?** You will need to send all new students' transcripts to the SBS office

What does SBS do on Application Day (and beyond):

- We will review your Application Day Coversheet to make notes on student's application statuses, identify who has completed the online application, and verify course pre-requisites.
- We will also print and number each student's application documents received to submit to admissions.
- Please expect a 1 to 4-week processing time for new applicants.

Students who apply after the selected application day:

- Counselors will send an email to nkusbs@nku.edu with the students' application materials (see rules for new or returning students above) and the course selections for that student.
- New applicants must have their applications must be submitted in their entirety by their school counselor by the deadline:
 - **August 1** – fall applications
 - **December 1** – spring applications

Applications have been submitted, now what?

- After we have received applications, new students will be admitted by our Admissions office and they will receive "Welcome to the SBS Program" letters home that has all the information on what they need to do.
- We will also send registration guides to counselors to distribute to all their students once we have the majority of your students admitted.
 - This information is similar to the information they receive on their admittance letters.
 - With the exception of a student's username: this information is all available on the SBS page for [Current](#) Students.
- Students will self-register for any classes online and at Highland Heights or Grant County.
 - For advising, students/counselors can check out: [Dual-Credit Advising](#).
- SBS will register students for any classes at their high school or in a designated Career Exploration Track course.