Student Applications Information

Application Submission Deadlines
- The School-Based Scholars (SBS) office will pre-determine a date prior to the opening of registration for counselors to submit student applications (AKA: Application Day). Instructions will be outlined below. Meeting this application deadline helps ensure that (1) students are ready to register when registration windows open and (2) departments have accurate data to assess course enrollment and make adjustments if a course does not meet minimum enrollment.
- The final deadline for applications will always be as follows:
  - August 1 – fall
  - December 1 – spring
  - May 1 -- summer

The SBS Application (for NEW School-Based Scholars)
- Students (and parents/guardians) complete:
  - Online application: applysbs.nku.edu
    - Completion of the online application is verified by the receipt of a confirmation number.
    - If students are having trouble submitting, try a different browser.
  - Disclosure form: to be signed by the student and parent/guardian and submitted to the school counselor
  - If required as a course pre-requisite, students will also need to send their ACT score reports, AP scores, and/or official college transcripts to NKU.
- Counselors complete:
  - Roster/Spreadsheet – A blank roster is provided in the Google Drive folder. Counselors should fill in all information highlighted in yellow for NEW and RETURNING students.
  - Disclosure – submitted by the counselor with the roster (NEW students only).
  - High School Transcript – submitted by the counselor through Parchment, Naviance, or via email (with the roster (NEW students only).

Returning SBS students (taken at least one class):
- Returning students do NOT need to complete any application materials to continue in the program unless applying for reinstatement.
- If a returning student is planning to take an English/Math/Science, new ACT score reports or AP results may be needed.
- Returning students will also need to be included on the roster/spreadsheet.

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.
- Application materials for new students must be submitted in their entirety by their school counselor by the final application deadline noted above.
• Returning students can be registered until the last day to add a course as outlined by the NKU Academic Calendar.

What happens after applications and rosters have been submitted?
• We will review your Roster to make notes on students’ application statuses and/or missing items and verify course pre-requisites.
• We will submit each student’s application documents to admissions for processing. (Please expect a 1 to 4-week processing time for new applicants.)
• Qualified students will be admitted and will receive a welcome letter from admissions with next steps.
• Counselors will be notified (via the roster) if a student cannot be admitted.
• A blank registration guide is available on Google Drive. Counselors should share these with students (student names, SAP/ID numbers, and usernames are available in the roster).
• Admitted students are then ready to register when their registration window opens.