



Carl Sandburg College Application FAQ

Account Set Up

- This will be where you sign in to start an application, return to a saved application, check your application status, and view your Application Checklist. The log in credentials that you set up now will be the same credentials you will use every time you access this account.
- To apply, you must create an application account. By creating an application account, you are **not** applying to Sandburg but simply creating an application account through which you will submit your application for admission.
- **Recommendation: Use an email address that can receive and send emails to outside parties. We suggest using a personal email and not a school or work-related email.**

Personal Background

- Name:
 - Prefix: This is not required; however, you can add a prefix if you would like.
 - Suffix: Only select a suffix if your legal name includes suffix (e.g. Robert Downey Jr.).
 - Preferred First: A nickname (e.g. Johnathan might prefer to go by John). It is not necessary to list your first name as your preferred first name.
 - Other Last Names Used: A former last name (e.g. if there was a marriage or divorce). It is not necessary to list your current last name as your other last name used.
- Address:
 - Postal Code: Zip code.
 - Valid From/Valid Until: If your mailing address is only valid during certain dates, please add those “from” and “until” dates here.
- Telephone Numbers:
 - Home: Optional. If you don’t have a home phone number, do not list your mobile phone number twice.
 - Mobile: Optional. If you don’t have a mobile phone number, do not list your home phone number twice.
- Citizenship Information:
 - Social Security Number: While this is optional, if you have a social security number it is **strongly** recommended that you double-check and enter that information here.
 - Race/Ethnicity: We require that students answer both a race/ethnicity question, where they may select multiple race/ethnicities, as well as a primary race/ethnicity question, where they must select one primary race/ethnicity.

Employment Information

- Employment Status:
 - Current employment status: If you are currently of working age and are not employed, select “Unemployed”. If you are not currently of working age, select “Other”.
 - Displaced Homemaker: A displaced homemaker is an individual who worked without pay for years, caring for a family and home, depending on the income that is no longer

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available from another family member (e.g. a divorced/separated/widowed stay-at-home mother).

Academic History

- Alternative High School Information:
 - Are you or were you home schooled during high school?: This does not include online/virtual/hybrid learning during COVID-19.
 - Did you receive a GED?: The General Educational Development (GED) tests are a group of tests which, when passed, provide certification that the test taker has United States or Canadian high school-level academic skills. It is an alternative to the U.S. high school diploma, HiSET, and TASC test.

Academic Institutions

- We **strongly** recommend reading all instructions on this page as they include detailed information and instructions for **all** students.
- Level of Study:
 - If you are reporting your high school, select “High School”.
 - If you are reporting a college/university you attended for a certificate, associate degree, or bachelor’s degree, select “Undergraduate”.
 - If you are reporting a college/university you attended for a masters degree, PhD, or other advanced degree, select “Graduate”.

Academic Pathway

- Campus Location:
 - Select the campus for which you are applying: Select the campus that you are intending to take classes with (Galesburg Main Campus, Carthage Branch Campus, or Online).
- Entry Term:
 - Select your anticipated entry term: Select the semester and year that you are applying for (e.g. Fall 2021, Winter 2022, Spring 2022, Summer 2022, etc.)
- Educational Path:
 - Select your educational goal: If you do not see your educational goal listed, select “Unknown/Other”.

Review

- Required Field or Error **will** prevent you from submitting your application
- Warnings **will not** prevent you from submitting your application
 - There are three warnings that **always** appear regarding Home/Mobile Phone Number, First Name/Preferred Name, and Last Name/Former Last Name. None of these warnings will prevent you from submitting your application.
- After you click “Submit Application” you will receive an email confirming that you’ve successfully applied. If you do not receive an email, check to make sure that you didn’t click “Save for Later” instead of “Submit Application”.