

Important information for completing applications:

High School Code (CEEB): 341633

Address: 300 South Spring Street
Greensboro, NC 27401

Phone number: (336) 370-8289

Fax number: (336) 370-8068

Email addresses: Mitzi Graves gravesm@gcsnc.com
Christie Squire squirec@gcsnc.com

Use an *appropriate email address*. Be sure to check it periodically.

Complete the application with no spelling or grammatical errors.

Have someone *proofread* it.

If there is an essay on the application, be sure it is your *original work*. It can be compared with the essay you write for the SAT/ACT if there is a question about its origins.

If you have *letters of recommendations*, provide the recommender with a self-addressed, stamped envelope. If the recommendation is electronic, make sure the teacher is aware and follow up to make sure he/she received the email with a link to complete the recommendation.

Include your *resume* with your application packet. If you are completing an online application you can mail it.

Make sure you had your *SAT scores sent* to the college from College Board or your *ACT scores sent* from ACT. Most colleges require that they receive them directly from the testing program.

Include the *application fee*. If you are completing the application online, you will have the option of using a credit card. Otherwise, send a check or money order payable to the college. Do not send cash!

Request your transcript electronically prior to the deadline.

It typically takes *4-6 weeks* to receive a response from the college.