HOW TO APPLY FOR SDMC ENROLLMENT

New Students

2017 – 2018 season

What does "application" mean?

- There is no entrance exam, no specific set of academic benchmarks, and no demographic criteria.

- There is no application fee.

- Our aim is to make an honest and diligent attempt to understand each student's prospects for future success as a unique, positively engaged and productive math circle student.

- There is *no formula* for this and no guarantee that we will be correct in every case. We do our best by affording applicants the flexibility to tell us their own stories through the *SDMC Student Profile*.

- Unfortunately, we are space-limited and cannot accept all applicants. We hope that if we are not able to include you as a regular member at this time, that we may still be able to be of some assistance to you.

Our Process

- In short, the SDMC application process consists of:

  - a starting message from you requesting the initiation of an application,

  - some family time compiling and inputting information,

  - a finishing message from you requesting a final review,

  - and a decision from SDMC.

GoogleDocs

- SDMC uses GoogleDocs to develop and maintain membership-related documents.

- GoogleDocs is a _free_ document-sharing facility that permits flexible access to and editing of documents within defined groups of collaborators.

- Though SDMC maintains many such documents (because there are many new and returning students) each document is shared with each student's own family _privately_.

What documents are involved?

- <u>Liability Waiver</u>: submitted as a ***hi-res PDF*** email attachment; if this is impossible, then by US Mail.

- <u>Student Headshot Photo</u>: a modest-sized ***headshot*** (JPG, GIF, PNG) submitted as an email attachment.

- <u>Student Profile</u>: created by SDMC and edited/maintained by the family on GoogleDocs – this is the heart of the process.

The "Primary Email"

- The primary email address is the "anchor" for student records and communication with the family.

- The primary email must be a "live" actively-used **PARENT** email address.

- This is in part to comply with the Children's Online Privacy Protection Act (COPPA).

- This is the default address used for parent copies of all routine SDMC messages.

- This is also the default GoogleDocs share address for membership-related documents.

The Liability Waiver

- The standard liability waiver, signed by both parent and student, is a *legal document* required of all students.

- This is not a formality, but is <u>required</u> by UCSD as a condition for SDMC students to be present on the UCSD campus; we are *picky* about this as part of our compliance with the university's expectations.

- The particular composition of this waiver is dictated by UCSD.

- *Your application <u>will not be initiated nor reviewed</u> until an acceptably complete and clear liability waiver has been received.*

Liability Waiver (cont.)

- The Liability Waiver should be submitted as a **hi-res PDF** scan sent by email attachment.

- If the form is not complete and clearly legible, with *hand-penned and dated* signatures, we will ask you to resubmit.

- DO NOT use cursive fonts in lieu of original signatures by hand.

- Do not FAX.

- Do not photograph.

- If you cannot obtain a **hi-res PDF** scan, please submit the completed paper form with original dated signatures by US Mail; we will then scan it ourselves for you.

Liability Waiver (cont.)

- The liability waiver can be downloaded using the link provided on the New Student Application page of the SDMC website.

- If submitted as a **hi-res PDF** scan, the waiver can be submitted at any time as an email attachment to

    docs@sdmathcircle.org or sdmcdocs@gmail.com

- If submitted as an original paper document, send it to

    San Diego Math Circle

    PO Box 500091

    San Diego, CA 92150-0091

Prepare Your GoogleDocs Access

- Before taking any of the steps that follow, be sure that you have established GoogleDocs access for the Primary Email Address.

- *If the parent wishes to share document access with the student, be sure that you have also prepared GoogleDocs access for the student email address.*

- Go to docs.google.com, click "Sign up".

- A Gmail account is <u>not</u> necessary.

Step 1 – Send Application Request

- Student's parent should send a message essentially as follows:

```
From:          Primary Email Address
To:            docs@sdmathcircle.org
Subject:       "application" or "registration"
Attached:      Smith, John Liability Waiver.pdf
               ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑
```

Always name files with student name as "Last, First"

```
The message body should request the generation of a
Student Profile.  Please include the student name and
home phone for possible contact in case any problems are
encountered.


If the parent wishes to share access to the Student
Profile with the student, provide the student's email
address at this time in the same message.
```

Step 2 – Receive Profile Link

- In response to the request submitted in Step 1, an empty Student Profile will be created on GoogleDocs and shared with the parent using the *primary email address*.

- If the parent chooses, the Student Profile will also be shared with the student using the address provided.

- Each share address will receive an automated message from GoogleDocs containing a link to the Student Profile.

Step 3 – Develop Student Profile

- Access the Student Profile on GoogleDocs and fill in information as appropriate.

- Don't attempt to download and re-upload the document – it can be edited directly on GoogleDocs through your browser. *If you encounter rendering issues, it is likely your browser – check settings or try another; we are not equipped to troubleshoot.*

- You do not need to do this all at once! In fact, we want you to take your time and be thoughtful. GoogleDocs saves automatically, permitting you to walk away and return easily.

- *Member students are expected to keep their Student Profiles up to date on an ongoing basis.*

Student Profile – Upper Part

- The upper part of the Student Profile is concerned with administrative matters such as student and family contact information, ability group selection, parent service interests, financial pledging, etc.

- Several checkboxes direct you to information on safety, SDMC's privacy policy, and code of conduct.

- This is information SDMC needs to function and we need your cooperation in providing the information requested; *please do not skip any of these sections.*

Student Profile – Lower Part

- The lower part of the Student Profile is concerned with student educational background.

- SDMC students tend to be diverse in their activities and accomplishments. Accordingly, the Student Profile has been designed to be broad and flexible. This also makes it long, but don't be daunted – *nobody does everything.*

- The Student Profile contains numerous expandable text boxes that allow *personalization* with additional information or explanations.

- This is particularly significant for families of younger students who do not have substantial academic records in the more formal sense.

Student Headshot Photo

- We ask for photos to assist us and our volunteers in connecting names and faces in the course of our activities. They are not intended for release to the public.

- Select a *head-and-shoulders* shot – *please think "passport" or "driver's license" style:* simple, well-lit, clear, with good contrast.

- The layout should be portrait/vertical (taller than wide, ideally 4x3) in a standard photo format (JPG, GIF, PNG) and should be at least 640x480 pixels, but need not be larger.

- Please do not use landscape/horizontal layouts (wider than tall) and especially do not use document formats (PDF, DOC, etc.).

- "Selfies" are less than undesirable, but can be ok if sharp, well-lit, and consistent with the above. Webcam photos are ALWAYS undesirable.

- Please submit this photo as an attachment to your application review request.
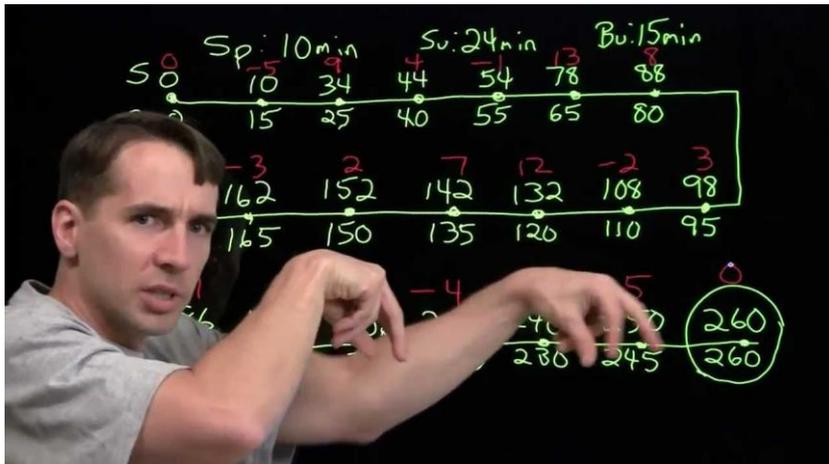
Good Headshot Examples

Good

Good

Cool, but not so good …

Richard is awesome, but this photo is all wrong for us.

Nice, fun picture, but doesn't work for our needs.

Step 4 – Submit Request for Review

- When you are satisfied with the condition of your Student Profile, please submit a message as follows:

```
From:       Primary Email Address
To:         docs@sdmathcircle.org
Subject:    Application Review Request
Attached:   Smith, John Photo.jpg
            ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑
```

Always name files with student name as "Last, First"

The message body should state that the Student Profile is ready for review and student photo should be attached. Please include the student name and home phone for possible contact in case any problems are encountered.

Step 5 – Receive Decision

- As a merit-based process, decisions often are not immediate and are not made on a "first-in, first decided" basis. Applications will be reviewed and decisions made in a rolling manner as clarity develops on the whole set of applications throughout the application period.

- We will fully consider *any* application received during the month of August. Some early decisions may be made in August, but the majority of decisions should be expected early in September.

- Applications received after the end of August will be considered to the extent we have remaining space (rare), but are much less likely to succeed.

- Applications will be "Accepted", "Deferred", or "Declined".

If Accepted

- You will receive a message *clearly* indicating acceptance, including confirmation of your ability group and your SDMC ID Code

- Your SDMC ID Code will also be entered into your Student Profile for reference; this will be found in the *information bar* at the *top* of your Student Profile.

- If you have not received such a clear message and you do not see your unique SDMC ID Code entered in your Student Profile, you have not (yet) been accepted.

If Deferred

- Deferral essentially means that a student's application has our interest, but capacity limitations prevent us from admitting the student outright.

- The Student Profile will be retained on GoogleDocs at least until the next SDMC season.

- This will permit you to provide additional information if you wish and can be the beginning basis of a possible reapplication the next season.

- There is no specific plan for revisiting the "wait list". Our experience is that it is very uncommon for deferred students to be admitted before the next season.

If Declined …

- We do try to provide clear negative decisions "declining" students where appropriate so that families can know clearly what to expect.

- However, it can happen that we have difficulty closing our application season "crisply" - we keep trying to find ways to admit one more student, then another …

- … thus, it should be generally understood that if we fail to provide you a clear acceptance by mid-September, this amounts to a *de facto* negative decision for the current season.

- Being declined does not preclude re-application in future years.