

We know there are many more questions that can come up as you're preparing your college applications. In this document, you will find answers to some common questions. You will notice sections on different application forms (i.e. Common App, the UC application, the Coalition application) for filling out college and university courses that you have taken - these are areas where you can bring up the college credit you gained through Pioneer. We have put together a step-by-step guide below on how you can list your Pioneer experience in these areas.

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As you fill out the common Application, the University of California system, and/or the Coalition application, you may notice there is a field for filling out college and university courses that you have taken. This is an area in which you can indicate that you gained college credit through Pioneer. To demonstrate to admission officers that you received credit through Pioneer, do the following for each system:

The Common App System

The screenshot shows two panels from the Common App system. The left panel, titled 'Colleges & Universities', contains a prompt: 'If you have ever taken coursework at a college or university, please indicate the number of colleges.*' with a dropdown menu showing '1'. Below this, it lists details for 'College 1*': 'Oberlin College', '173 W Lorain St', 'Oberlin, OH 44074-1073', 'USA', '4-year college or university', and 'CEEB Code : 1587'. At the bottom are 'Change' and 'Remove' buttons. The right panel, titled 'Course details', shows options for 'Dual enrollment with high school' (unchecked), 'Summer program' (checked with a green checkmark), and 'Credit awarded directly by college' (checked with a green checkmark). It also has fields for 'College 1 from date*' (February 2018) and 'College 1 to date*' (July 2018), both with a note 'Date should be entered in the Month Year format.' At the bottom is a 'Degree earned' dropdown menu with 'Choose an option' selected.

- Select Oberlin College through “College lookup.” (Your Pioneer program was accredited through our partnership with Oberlin College.)
- In Course Details, select “Summer program” and “Credit awarded directly by college.” Later this year we will send you instructions on how you can obtain your official credit transcript, which a college may request when you enroll.
- Select when your Pioneer program began and ended in the “College from date” and “College to date.”
- “College from date” can be the month when you had your first session; “College to date” can be the month when you submitted your final paper.
- Do not select anything for “Degree earned.”

Activity resume on the Common App system: You should also include your Pioneer experience in the activity section of Common App. Below is an example:

Type of activity: Academic

Position/Leadership: Pioneer Research Program: Researcher

Participation grade levels: 11

I intend to participate while in college: Yes

Timing of participation: Break

Hours spent per week: 20

Weeks spent per year: 10

Details, honors, and accomplishments: Conduct individual research with NYU Professor Laura Smith (LS@nyu.edu); wrote 26-page thesis, topic: Chinese Youth Identity; Oberlin-accredited

The University of California System

As you will see, the instructions in the UC system say not to enter any courses under three units. However, as we have confirmed with an AO at UC Berkeley, you can still list Pioneer in this section although it's only two units.

OBERLIN COLG AND CONSERVATORY
OBERLIN, OH
College Code: 001587-9

When did you attend this college? *

Start date: Month Year
Feb... 2019

End date: July 2019

During which grades and terms did you attend this college? *

Grade Fall Winter Spring Summer
11th -- -- 2019 --

Add another grade

Dept. Course No. Course Title Clear
INST 099 Pioneer Resea

Units
2

Honors Status Grade Subject Area
CL A Elective -...

- Add Oberlin College in Academic History – Colleges Attended While in High School
- Add the start and end dates of your program
- Add grade and term of which you attend the program
- Choose the grade you were in during the program (select only one)
- The grading system is “A B C D F”

In “College Courses and Grades” put the following info:

- “INST” for Dept. and “099” for Course No.
- Input “Pioneer Research Course” into Course Title
- “2” for Units and “CL” for Honors Status
- Input the grade you received; no options for “-” or “+”
- Select the Subject Area that best corresponds to your research area; for many, this will be “Elective – Interdisciplinary.”

- In “Additional Comments” put some additional comments about the Pioneer Research Program, stating that you received college credit from Oberlin College; then provide more info on your topic and professor
- What to include in “additional comments”
 - o Basic intro to the Pioneer Research Program: “independent online research mentorship program...”
 - o Name of your professor mentor, title and institution (i.e. Vassar College Associate Professor of Physics Bob Smith)
 - o Email address of your professor
 - o Your research paper topic

Activity resume on the UC system: Do not include Pioneer as an activity on the UC system because you have spaces to explain the experience in the “Additional Comments” section.

The Coalition Application

Have you taken college courses or earned college credit? *

☒ Yes
☐ No
[Clear](#)

Are you currently taking courses in college? *

☐ Yes
☒ No
[Clear](#)

How many college credits have you earned to date? *

2

How many credits were earned after high school? *

0

College 1

Oberlin College
Oberlin, OH
[CHANGE THIS SCHOOL](#)

When did you most recently attend this school?

Date started *

2019-02 [📅](#)

(Format: yyyy-mm)

Date ended *

If you are still attending this school, please estimate your end date.

2019-07 [📅](#)

(Format: yyyy-mm)

[ADD MORE ATTENDANCE DATES](#)

Highest degree earned *

None [▼](#)

Do you expect to earn a degree from Oberlin College? *

☐ Yes
☒ No
[Clear](#)

Oberlin College: Oberlin, OH

Coursework:

[ADD COURSES](#)

- Add Oberlin College in the “College Information” section
- Put “2” for the number of credits you took at Oberlin
- Put “0” for the number of credits you earned after high school
- Add the start and end dates of your program
- Put “None” for the degree earned
- Put “No” for the expected degree

- Add “course work” within the College information section
- Schedule system - Semester
- Academics Year and Term - Year and term of participating in the program

- Subject - Your research subject area
- Course name - “Pioneer Research Course”
- Course number - “099”
- Credit - “2”
- Grade - Your grade on the evaluation

College Coursework

Oberlin College: Oberlin, OH

New Course

Schedule System *

☒ Semester
☐ Quarter
[Clear](#)

Academic year *

2019 [▼](#)

Term *

☐ Fall
☐ Winter
☐ Spring
☐ Summer
[Clear](#)

Subject/Rubric/Prefix *

Course Name *

Pioneer Research Course

Course Number *

099

Credits/hours *

2

Grade *

If you're currently enrolled in this course, please write "In Progress" in this field.

Activity resume on the Coalition Application system: You could list Pioneer as an activity on the Coalition Application system based on the information provided for the Common App Application system.

Common questions about listing your Pioneer experience on the Common App

1) Pioneer has not uploaded my materials yet and the ED/EA deadline is approaching. What can I do?

If you are waiting for Pioneer to upload your materials, please do not worry. You should go ahead and submit your application by the deadline. While students should have their applications submitted by the ED/EA deadline, normally colleges will allow an extra one to two weeks' time for recommenders to submit supplements for the students (unless the school specifically states that all materials need to be submitted by the deadline). However, please be sure that you have already invited and assigned Pioneer as a recommender before your ED/EA deadline. This will ensure that the school is aware that your supplementary materials are on their way and that you have completed all necessary steps for your application. As long as you have invited and assigned Pioneer to the school, Pioneer is able to upload your file even after you submitted your application.

2) How should I send my Pioneer paper and evaluation to schools outside of the U.S.?

If you are applying to schools outside of the U.S., you are responsible for sending your own PDF file to the schools if the school does not accept supplementary materials to be submitted online or via email.

3) What is Pioneer uploading on the Common App or emailing to the schools?

Unless you have specifically told us that you only want your research paper sent without the evaluation or want the evaluation sent without the research paper, Pioneer will upload both your research paper and evaluation to the Common App or email them to schools. If you have asked your professor for a personal recommendation letter in addition to the evaluation, we will include the letter along with your research paper and evaluation, but you must a) ask your professor to email the recommendation to susannah.fishman@pioneeracademics.com and b) let us know at info@pioneeracademics.com that you want the recommendation letter included as part of your package. It is fine if you only want to have the recommendation letter sent without the paper and evaluation. Just let us know if this is the case, if you haven't already.

4) What should I do if I only want my paper sent without the evaluation?

Pioneer will not upload your research paper to the Common App without the evaluation. If you only want your paper sent without the evaluation, you will need to send it yourself. To do so, you should not invite Pioneer as Other Recommender on Common App. Instead, let us know you only wish to submit your paper so that we can send you a special Pioneer cover sheet that shows you completed the program. You should put this at the beginning of your paper before you submit it.

5) How do I tell if a school accepts supplemental materials from Pioneer through the Common App?

Your Pioneer supplemental materials are considered to be a recommendation from an "other recommender" on the Common App. Not all schools will accept materials from this category of recommender. To check if the school you are applying to does, go to the "Recommenders and FERPA" section of the school's application page. You will find the category "Other Recommender" at the bottom

of the page, beneath the "Teacher" and "Counselor" categories. If under "Recommender types accepted by this college" you find "Other" listed, then your college accepts supplementary materials from an "other recommender" through Common App, and Pioneer may upload your materials for you.

6) Can I remove or unassign a Recommender?

You will only be able to remove Pioneer as an Other recommender if we have not submitted your materials yet. Once we submit the online form, the recommendation is locked with your application.

7) Can I submit my application before my recommenders submit their forms?

You are allowed to submit your online application before Pioneer submits your materials. The Common Application system allows recommendations to be submitted even after the application has been submitted.

8) Can Pioneer resubmit a revised version of the package?

No, this cannot be done after Pioneer has uploaded and submitted the document.

9) Can I still assign recommenders after submitting my application?

Yes! You may still assign a recommender to your colleges after you submit your application.

10) How do I add and assign recommenders if my school uses Naviance?

If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendations using the Common App. However, Other Recommenders are invited and assigned as normal.

Common questions about listing your Pioneer experience on the UC application

1) Should I list my Pioneer experience under “Colleges Attended While in High School” in the “Academic History” section of the UC application or under “Educational Preparation Programs” in the “Activities & Awards” section of the application?

You should list your Pioneer experience in both sections of the application. Given that you will have received a transcript from Oberlin College for your participation in the program, you can input that data under “Colleges Attended While in High School” in the “Academic History” section of the application. You can also put your experience under “Educational Preparation Programs” to provide more details about the program and your specific research topic.

2) Where can I find the information needed to complete the “College Courses and Grades” section under “Academic History” for Pioneer?

The required information can be found on your transcript. The “Units” is 2 as you are receiving 2 college credits for your participation in the program if you have received a C- or above. As you will see, the instructions in the UC system say not to enter any courses under three units. However, as we have confirmed with an Admissions Officer at UC Berkeley, you can still list Pioneer in this section although it’s only two units. Additionally, the “Honors status” should be “CL” as your credits are transferable.

3) Do I need to submit a copy of my transcript to complete my UC application?

No, you don’t. The UC system specifically asks students not to send transcripts or letters of recommendation unless specifically requested by a campus.

Notes about specific schools

Based on our sending of the student materials to these schools in the past, below is the feedback we have received from them. You should double check by reaching out to the school directly or by checking out their website.

- Georgia Institute of Technology
 - Georgia Tech does not accept recommendations or supplementary materials at all, so you should not, and Pioneer will not, send your materials to this school, as they will actually shred any additional materials they receive.
- Harvard University
 - You should receive a link to the Harvard Additional Recommendation Form in your Application Acknowledgment email, you may share the link with us by forwarding the email or by sending us the link separately. Once we receive the link, we can upload the file for you.
- University of Southern California
 - USC has assigned admission counselors to different high schools, please check this page (<https://admission.usc.edu/find-your-counselor>) and let us know to which email address your package should be sent to. Please note that admitusc@usc.edu is an unmonitored email address so you should provide us with an email address other than this one.
- Johns Hopkins University
 - Johns Hopkins will accept a one-page abstract of your research project, whether that be an abstract or the first page of your paper. If you decide to send this, you may send it with your application directly to the school.
- Swarthmore College
 - Swarthmore does not accept research papers for consideration with an application. If you want to let the school know of your work, the school recommends that you tell them about it in essay format and submitting the essay with the Common App.
- University College London
 - UCL does not take supplemental materials from outsiders; if you wish to share your materials, you need to include information in your application
- University of Illinois at Urbana–Champaign
 - UIUC does not accept supplementary materials, thus Pioneer will not send your materials to this school.
- University of Michigan
 - University of Michigan accepts supplemental materials from Other Recommender, so Pioneer does not need to email your materials to the school.
- Yale University
 - You can and should upload your materials in your portal. If you did STEM research, you could invite Pioneer to upload a file and we will upload your materials once we receive the invitation.

Schools that DO NOT take Other Recommender on Common App or DO NOT take Common App application, so depending on how you would like your materials sent, you should list the Submission method for these schools either as “Email” or “School portal” in the survey if you would like us to submit your package to them.

- Amherst College
- Bates College
- Brown University
- Georgetown University
- Grinnell College
- Massachusetts Institute of Technology (MIT)
- Pepperdine University
- University of Virginia
- Villanova University
- University of Florida
- Wake Forest University

Regarding your Oberlin (unofficial and official) transcript

1) When will my transcript be available?

Both your official transcript and unofficial transcript will be available in two weeks and we will be sending you a copy of your unofficial transcript once it's ready.

2) What is the difference between an official and unofficial transcript?

Both the official and the unofficial transcript contain the same information about your academic record. However, the unofficial transcript excludes the Registrar's signature, the college seal, and the date it was issued. The unofficial transcript is for your viewing, whereas the official transcript is sent directly from Oberlin to the school to which you would like to transfer the credit. Unofficial transcripts cannot be used to transfer credits.

3) How do I obtain a copy of my unofficial transcript?

When we receive the unofficial transcripts from Oberlin, we will send you a copy via email.

4) How do I obtain a copy of my official transcript?

To request a copy of your official transcript, you can find information about that on their website ([here](#)) and to go directly to the page where you order your transcript, click [here](#). If this is the first time you're using the system, you will need to create an account. When creating the account, you will input a Student ID along with other information. This ID can be found on your unofficial transcript. Please note that there is a small fee each time you request a copy of your official transcript online. Once you have made the request, your transcript should be sent within 24 hours.

If you have any questions about how to fill out the order form, or anything else about this process, please give the registrar at Oberlin College a call: (+1) 440-775-8450 (open 8:00am - 4:30pm EST, Monday-Friday).

5) Do I need to submit a copy of my transcript to complete my college application if I listed Pioneer as a college level course on my application?

Generally no, though this may vary depending on each school's requirements. From our understanding, you do not need to submit a copy of your transcript, official or unofficial, to complete your college application. However, if your college counselor says otherwise or if you would like to send a copy to your schools regardless, you may certainly do so.

You may want to have your official transcript sent soon after completing your application to further prove the work that you have done. If so, the official transcript does not need to be sent by the application deadline. It will be received by the institution you are applying to and added to your folder for review. You might choose to send the unofficial copy, if you prefer. We recommend that you consult

directly with the colleges you are applying to if you would like to submit your transcript, as guidelines for submission may vary between schools.

6) What is the process of sending a copy of my transcript to my ED/EA schools if I want it sent?

There are two ways to send your transcript to the schools to which you're applying. The first is to request that an electronic official version be sent (please see item 4 above for instructions). The second option would be for you to email your unofficial transcript directly to the colleges to which you're applying. **Neither Pioneer nor your professor is responsible for sending your transcript to any schools.**

7) How do I transfer the credits I have earned to my new school?

Once you officially enter your new school next fall, you will be able to transfer the credits you have earned through Pioneer. The process for transferring credits for each college will vary slightly, but in most cases you will need to have a copy of your official transcript sent to the school registrar, who will assist you in transferring the credits. We recommend that you consult with your college advisor or registrar once you are enrolled for information on the specific process your school requires.