



President's Leadership Class Application Instructions

Please read these President's Leadership Class application instructions in full before starting your application. These helpful hints will ensure your success in the application process and make sure you have the necessary information ready when you complete the application.

1. You must have a valid email address to submit this form. It is not necessary to have a Gmail email address, however, if you do have a Gmail account, you will be able to save your progress in the application. It is recommended to use a Gmail account if you have one but is not necessary. **It is also recommended to use a personal email address** (instead of a high school email) when completing ALL college applications. Sometimes high school email accounts can be blocked from receiving outside emails, or you could lose access to them after graduation.
2. If you have not applied for admission to Connors State College, please make sure you do so by March 1. This includes submitting your required documents for admission. For more information about applying, visit this webpage: <https://connorsstate.edu/recruit/faq/papers/>
3. There is a separate form to submit for recommendations. Three recommendations are needed to complete your PLC application. Your application will be considered incomplete without them. You will need to have the full names and valid email addresses of your 3 recommenders in order to complete the form. Please gather that information before you start the form. You can fill out the recommendation request form BEFORE you submit your PLC application. It is recommended that you do this first to give your recommenders plenty of time to complete the form. This also allows time for the forms to be sent (and resent if necessary). It is YOUR responsibility to make sure your recommenders complete the forms on your behalf. You should follow up with them to make sure they received the emailed form AND submit it on your behalf by the March 1 deadline.
4. The selection committee needs to know about your accomplishments! On the application in the space provided, you will have the opportunity to highlight your activities, services, honors, and organization and club involvement. In each of the three sections, you will be able to select what you feel are the most meaningful accomplishments you have made in each category. Please be as descriptive as possible. If you do not write it on the application, our committee will not know you've done it! It's ok to brag about yourself here!
5. A 100-word personal statement will be required in the application. Please write about what most distinguishes you as an individual. It is recommended that you type this statement out in a document to review and edit. Once you are satisfied with your statement, copy and paste it into the application.

6. Take a look through the application in full before you begin. You can view the application as many times as you wish before you fill it out and familiarize yourself with the questions required on the form. The application will take a significant amount of time and attention to complete. Make sure you begin working on the application far enough in advance to give it your best effort. This is a reflection of you!

7. After submitting your application form, and your recommender request form, you will receive a copy of your responses to the email address you listed on the forms. Please make sure to review the information you submitted for accuracy. If you see any discrepancies, please let us know so accommodations can be made to fix any errors.

If you have any questions or concerns about the application, please call: PLC Advisor, Mrs. Derotha Rivenbark at 918-463-6314 or email drivenb@connorsstate.edu