

Step-by-step Guide to the Student Appeal Process

***Sophomore students only need to complete the appeal process if they do not meet the eligibility requirements for the College Now program. Otherwise, they will complete the [Sophomore Documentation](#) process instead. They will submit the sophomore documentation form. This will trigger an email to the liaison who will upload their transcript. Sophomores **do not need** a personal letter or reference letter if they meet eligibility requirements.

Student Part:

Prior to submitting a Student Appeal for College Now, students must complete an application to the College Now program. A step-by-step guide to this process can be downloaded online at www.SMSU.edu/academics/collegenow under the Student Resources tab.

Once the application to the College Now program is submitted, students will follow these steps:

- **Log into** the online [Student Appeal](#) site using StarID and Password
(link can also be found online at <https://www.smsu.edu/academics/collegenow/studentresources/student-appeal.html>)
- **Complete** the “Student Appeal” form
- **Attach** a “Personal Letter”
- **Enter** “StarID password” and **check** the box
- **Click** on the green “Submit Form” button

Liaison Part:

- **Click** on the link included in the email received for each student
- **Review** the completed form and correct any errors
- **Attach** the “Reference Form” for the student (available online at [College Now Student Reference Form](#))
(or at <https://www.smsu.edu/resources/webspaces/academics/collegenow/college-now-appeal-reference-form.pdf>)
- **Attach** the student’s “Official High School Transcript” and include any available “Test Scores”
- **Enter** your “StarID password” and **check** the box
- **Click** on the green “Submit Form” button