Student Outreach Services
UCF

SPARK SUPPORT AND GUIDE

*Submitting your SPARK will take about <u>30-40 minutes</u>. You can log in and out as often as needed. It is recommended you take a break when you need to. Your attention to detail in completing this process is important. ****Important**: You will be unable to move forward in the decision process if you do not submit your SPARK.***

1. What is a SPARK?

SPARK stands for ***Self-Provided Academic Record for Knights***. It is an online portal through which first-time-in-college applicants self-report their high school courses The information you enter will be used to review your competitiveness and eligibility for admission. It will be used instead of an official high school transcript (which you will submit once you officially graduate). The information you enter will be verified using your final official transcript.

2. What do I need to complete my SPARK?

- o **A copy of your unofficial high school transcript** to reference while completing the form (a physical copy is strongly recommended and will be easier to follow)
- o **A few highlighters** (or pencil/pens will work just fine)

3. How do I access the UCF SPARK FORM?

After you submit your UCF application with payment or waiver, you will log back into your **Future Knight Portal** to complete your SPARK. Open your most recent application. Navigate to your Status page to view your Application Checklist. Click on the SPARK link in the checklist. When logged into the portal, click the **"Open Application"** button, then click "Status Page" on the left-hand navigation column. **Common App:** If you applied through the Common App, **please wait** for an email from UCF with further instructions regarding creating your **Future Knights Portal** account.

4. What steps do I need to take to complete the UCF SPARK?

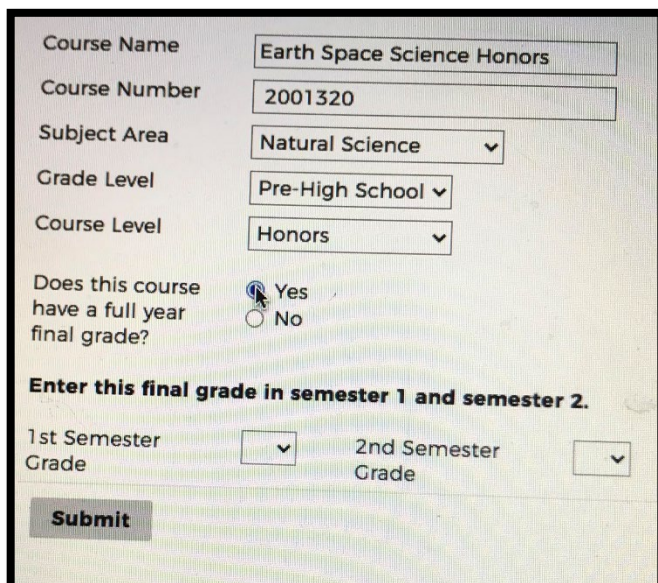Once you click on the Spark Form link, access the "*Schools*" section

- a. If you have attended more than one high school, you should only list your current school (i.e. the school you're graduating from).
- b. Add each school separately (including college courses taken through Dual Enrollment)
- c. **Level Of Study:**
  - Select "*high school*" for secondary schools.
  - Select "*undergraduate*" for any college(s) attended as a dual-enrolled student prior to graduating high school
- d. **Start/End Dates:** You can enter "*8/1/YYYY*" if you're uncertain about the exact start date. End date. You can enter "*5/1/YYYY*" if you're uncertain about the exact date.
- e. **Graduation Date** for the school(s) from which you're graduating.
- f. **Class Rank**: Indicate your rank in the first box and the total number of students in your class in the second box. This information should be available on your transcript.

5. How do I add coursework (ie. classes you've taken)?

💡 ***Coaching Tip:*** *Add coursework by clicking on the individual subject area tabs at the top of the page. Click on each **SUBJECT TAB (English, Math, Natural Science, Social, World Languages, etc**.) to enter your coursework. You will begin with all your English Courses from*

9th - 12th and using a writing utensil, cross off each course from year-to-year, as you type them into the SPARK.

(typically 9th-11th Grade)

a. **Course Name and Course Number**: Type as they appear on your transcript (Ex: Name: English 1, Number: 1001840)

b. **Subject Area/Type:** Enter course subject (Ex: English, Natural Science, Math, etc.)

c. **Grade Level:** Enter grade completed (Ex. 9th, 10th, etc.)

d. **Course Level:** Indicate course level (Ex. Regular, IB, Dual Enrollment, etc.)

e. **Full Year Final Grade:** Enter final grade in semester 1 **and** 2 for courses fully completed

f. **Senior Year Grades:** If your 1st Semester grades have not yet posted (they usually post in December), select **In-Progress (IP) for 1st Semester and 2nd Semester Grades.** If the course is only 1 semester, leave the 2nd blank.

IMPORTANT:

- If you took a course through Florida Virtual (ex: Drivers Ed) keep it listed under your High School
- Orange County Teach is listed as Mid-Florida Tech
- Grade Forgiveness and Repeat Classes: If you repeated coursework, only enter the course with the highest grade.
- For students who are taking full-year courses in one semester (e.g. dual enrollment), the final grade should be entered into Semester 1 and Semester 2. For example, if you took ENC1101 during the first semester and received a "B" grade, you would enter "B" in both the Semester 1 and Semester 2 columns of the SPARK Form for that course.
- Remedial/Fundamental coursework should NOT be added to the SPARK Form
- Once you have submitted your SPARK you will not be able to make any changes. In January, a window to update your SPARK with Semester 1 grades will open for a specified timeframe. You must complete this process to continue in the evaluation.
- For prior school(s) located within the US, obtain the transcript(s) and enter those courses and grades on the SPARK form.
- For prior school(s) located outside of the US, complete the SPARK form with the US based high school information. Submit official transcript(s), graduation certificates and/or leaving exam results for all secondary school coursework completed outside the US to the UCF Office of Undergraduate Admissions. For more detailed information regarding required documents for Non-US high schools, visit our International Admissions Requirements page.