



COLLEGE APPLICATION INSTRUCTIONS

SCOIR

Applying

1. Under **My Colleges**, add colleges under the **Applying** column.
2. Follow prompts on the screen to indicate how and when you are applying to each college.
3. If using the Common Application, please enter your Common App ID # in the field provided.
4. Under **My Profile**, complete the **FERPA Release Authorization** and **Waiver of Rights** documents.

Teacher Recommendations

1. Check in with your teacher recommenders and ensure they know your EARLIEST deadline.
2. Request your recommendation letters in SCOIR under **My Colleges -> Application Documents -> Request a Recommendation -> Search your teacher -> Select and hit send.**
3. DO NOT request any recommendations on Common App - request via SCOIR ONLY.

Requesting Transcripts & School Documents

1. Once you have submitted an application, move colleges from the **Applying** to the **Applied** column on the **My Colleges** page.
2. Send your counselor an email notifying them where you applied.
3. Your individual counselor meeting must occur at least two weeks **PRIOR** to a request for school documents.

****You must move your college to the Applied column and notify your counselor each time you submit an application.****

Counselor Appointments

are based on earliest application deadline

Early applications (rolling admissions or Oct/Nov deadlines) - see your counselor no later than October 1st to make your appointment.

Regular Decision applications (Dec/Jan/Feb deadlines) - make your appointment prior to November 15th.

Common App

1. Create a Common Application account at www.commonapp.org.
2. Add colleges to your list and begin to complete the Common Application.
3. Pay special attention to additional questions/writing supplements individual colleges may require.
4. Information you will need:
 - Graduating Class Size - 545
 - Class Rank - none
 - Weighted GPA Scale - 5
 - List of senior year courses
 - Course scheduling system - semester
5. Once you have completed the Education Section of your Common App, click on **Recommenders and FERPA** on the left side of the screen. Complete **ONLY** the FERPA section (*do not request recommendations*) and **waive your rights.**

Quick Information

- **Complete your Junior Questionnaire in SCOIR if you have not done so already.**
- Send all SAT/ACT, etc. test scores you want considered with your application. Counselors **DO NOT** send scores.
- Submit college applications whenever they are ready. The student portion can and usually is submitted prior to the counselor/school portion. Remember to notify your counselor each time you apply.
- Check email and Schoology blasts regularly for important information from counselors.
- Collegebound student athletes- ensure you register with the NCAA Eligibility Center.
- Complete/submit the FAFSA (fafsa.gov) and other required institutional financial aid forms *beginning Oct 1st.*