



# 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](http://www.commonapp.org).
2. Add colleges under College Search 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 – 661
  - Class Rank – none
  - Weighted GPA Scale – 5
  - List of senior year courses
  - Course scheduling system – semester
5. Once you complete the Education Section of Common App, click on *Recommenders and FERPA* under one of your colleges on the left of the screen. **Complete ONLY the FERPA section** (do not request recommendations) and **waive your rights.**

## Additional Steps & Reminders

- Complete your Junior Questionnaire in SCOIR if you have not already.
- Check the admissions pages of each college you are applying to confirm application timelines and requirements.
- 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 and email your counselor each time you submit.
- **Check email regularly for messages from colleges** about creating accounts, accessing portals, and next steps. This could include important information from colleges that require a **Self-Reported Academic Record (SRAR or SSAR)**. SRAR's are due on the same date as the application.
- Collegebound student athletes– ensure you register with the NCAA Eligibility Center.
- Complete/submit the FAFSA ([fafsa.gov](http://fafsa.gov)) and other required institutional financial aid forms beginning Oct 1st.