COLLEGE QUICK GUIDE 2021

SCOIR

- **SCOIR** is our online college and career database: **https://app.scoir.com/signin**
- Students can search for schools based on criteria, follow schools, take virtual tours, and even use an analysis feature (also called scattergrams) to see how competitive the school is based on past acceptances/denials.
- Students will track their progress using the "Following," "Applying," and "Applied" columns under the "My College" tab; counselors can see this information.
- Students will use SCOIR to request transcripts **(see transcript section below)**.

COLLEGE REP VISITS

- Students will have the opportunity to visit with reps this year, both in-person and virtually.
- **SCOIR** will have the most up-to-date calendar of College Rep visits. Click on "Events and Deadlines."
- **Students must sign up/register** for the visit (sign up in SCOIR).
- If the visit is virtual, once the student registers, they can then access the ZOOM link.
- In-person visits will be at contact time in the Community Room of the Lockwood House.
- We strongly encourage students to attend these virtual visits to meet the rep and ask questions. A list of questions can be found **HERE**.

APPLICATIONS

- Students can complete applications in one of two ways:
  + the school-specific application on the college/university website (i.e. Mizzou Application **https://admissions.missouri.edu/apply/**) OR
  + the Common Application (not all schools allow the Common App); To find a list of schools, visit **https://www.commonapp.org/explore/** OR to begin the application, visit **www.commonapp.org**
- Either way is an acceptable way to apply; i.e. Mizzou will accept the common application or their school-specific application. One way is NOT better than the other.
- Once the application(s) are complete, students must notate this in SCOIR by moving the school to the APPLIED column (more info below).
- Be aware of application deadlines. Most deadlines are on the following dates: 11/1, 11/15, or 12/1
- While there are deadlines after 12/1 and well into second semester, please know that to be considered for scholarships, several colleges require students to submit their application by these early deadlines. After the deadline, scholarship dollars are not a guarantee.
- Don't forget to check for other applications, such as separate scholarship and honors college applications. Please note that not all schools will have separate applications. The application for admission may also be the scholarship or honors college application.

ESSAY

- NOT all schools require an essay. Typically private, highly selective and some smaller public schools will have an essay requirement.
- How will you know? The application will tell you to write an essay and provide you with prompts.
- For more information on writing college essays, click here: **ESSAY TIPS** and **ESSAY SAMPLES**

ACTIVITIES
- Creating a resume or entering in extra-curricular activities on applications communicate to a college or a scholarship committee what you have to offer based on what you have already accomplished
- NOT every school requires a resume or asks for extracurriculars (it will tell you on the application if you need to provide a resume)
- If you do need to create a resume, or list your accomplishments on the application, follow these links for **RESUME TIPS** and **RESUME SAMPLES**.

LETTERS OF RECOMMENDATION
- NOT every school will require a letter of recommendation
- If the application/school requests a letter, then you need to ask a teacher, moderator, employer, etc to write you a letter. Be sure to read the requirements on who can write you a letter, some schools require a core subject area teacher.
- IF YOU NEED A LETTER OF RECOMMENDATION—Please ASK YOUR TEACHER/MODERATOR FIRST, BEFORE you fill in their name and email on the application.
- After you ask and confirm they will write a recommendation, please COMPLETE a student brag sheet and provide it electronically to your teacher; you can find it on our website at the bottom right-hand corner: **STUDENT BRAG SHEET FORM**
- How does the school get the letter of recommendation?
    + Most schools will have a place on the application for you to list your teachers name (recommender) and their email address. Once you submit the application, it will automatically send a request via email to your teacher. Your teacher will complete this online and submit it back to the school.
    + If there is not a place to enter in your recommender information and the application asks that it be sent to admissions with your transcript, please use SCOIR to make the recommendation request (if it is a teacher/Nerinx employee). Your teacher will upload it to SCOIR so we can send it with the transcript.
- Lastly, you should waive your right to see the letter of recommendation (preferred by colleges).

TRANSCRIPT REQUESTS
- Once the application is complete and has been submitted, please take the following steps to request that your transcript be sent:
    + Log into **SCOIR** and click on "My Colleges" at the top
    + Add the school to your **"APPLIED"** list by dragging it or clicking on the school and marking applied.
    + When adding to you Applied list, please make sure to notate what type of application you are completing (rolling, priority, early action, early decision); then notate the method (Common App or College App).
    + If you applied via Common App, be sure to enter your Common App ID (CAID).
    + If you did not apply via Common App, you most likely will not have an application ID #—you can leave this blank.
    + Once the school is in your **"APPLIED" Column**, a notification is sent to the counselors. Counselors will then electronically send your transcript via SCOIR or Common App.
    + Please make certain that the school is in your APPLIED column and not in the APPLYING column.

If you need any assistance with the college process, please feel free to make an appointment:
Mrs. Sumpter (last names A-K)
Mrs. Carr (last names L-Z)