STUDENT SUCCESS CENTER
Located behind the Yellow Door in the Lockwood House

COLLEGE GUIDE FOR SENIORS

SCOIR and TRANSCRIPT REQUEST
- Students will use **SCOIR** to track their application progress by adding schools to the columns under the "My College" tab: Following, Applying and Applied; counselors can see their progress.
- Students will also use SCOIR to **REQUEST A TRANSCRIPT**. Once the college application is complete AND has been submitted, please take the following steps to ensure your transcript is sent to the college:
  - Log into **SCOIR** and click on **"My Colleges"** at the top.
  - Add the school to your **"APPLIED"** list by dragging it or clicking add.
  - When adding to your 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 <u>will not</u> have an application ID #—you can leave it blank.
  - Once the school is in your **"APPLIED"** column, an email notification is sent to your counselor.
  - Counselors will electronically submit your transcript via SCOIR or Common App within 7-10 days.
  - Please make certain that the school is in your **"APPLIED"** column and **<u>not</u>** in the APPLYING column.

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).
- We strongly encourage students to visit with reps. A list of questions to ask can be found **HERE**.

APPLICATIONS
- Students can complete applications in one of two ways:
  - Complete the school-specific application on the college/university website (i.e. Mizzou Application https://admissions.missouri.edu/apply/) OR
  - Complete 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 app or their school application.
- 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, to be considered for scholarships, several schools 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 scholarships and honors college applications.

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** to learn who can write you a letter; some schools require a core subject area teacher.
- 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 teacher's 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 the 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 ALL colleges).

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