

SENIORS – What You Need to Know

Scoir: <https://app.scoir.com/signin>

How to Sign up for College Visits

- Go to the **HOME** tab in SCOIR.
- Scroll down to **Register for Office Hours & Visits**.
- Click the **Register** button underneath the college visit you would like to attend. This will **Register** you for that visit.
- You can also register by going to the **ME** tab, clicking on **Visits and Deadlines**, then clicking the **Register** button. This will sign you up for a visit.
- You will receive an email, as well as a notification in SCOIR, the day before the visit reminding you of the visit date and time. You can download the **SCOIR mobile application** (on iOS or Android) to receive a push notification reminding you of the upcoming visit.

Adding Colleges to the Applying column in Scoir

- On **MY COLLEGES**, once you mark a college as **Applying** or drag it to the **Applying** column, you will be instantly prompted to provide additional information including application type and method (Apply with Common App, Coalition, or directly on college website).
- To provide an application type, select the type from those available in the Applying window. (Apply with Common App if you are applying to more than one CA school)
- To provide application details, select the method from those available in the Applying window, then provide additional details such as Type and Application IDs, if available.
- Once a college is moved to the **Applied** column, Mrs. Seymour will be notified in SCOIR and will know to send documents on your behalf.

Requesting Transcripts

- **Moving a college to the Applied column of your My Colleges list is what will alert Mrs. Seymour that a transcript is required.** Mrs. Seymour will be notified of what documents are required for this college and will be able to send your transcript if it is required.
- **Transcripts must be requested 72 hours before the deadline to allow Mrs. Seymour time to send all transcripts. Transcripts must be requested 72 hours before any holidays, if your deadline occurs during a break from school please request your transcript 72 hours before the beginning of a break.**

Send ACT or SAT test scores (if needed) to your colleges

- Students are responsible for sending their scores to their colleges/universities. Scores can take up to 2 weeks to arrive at your scores. Please be mindful of deadlines.

Requesting Teacher Recommendations

- Politely ask your teacher (in-person) if he or she would be willing to write a college recommendation for you.
- Fill out a teacher recommendation request letter available on SJCP's website under the Student Support tab/College and Career Counseling/Important Forms.
- Save completed request letter as a pdf.
- Email your teacher the completed request letter and your resume.
- Go to the **MY COLLEGES** page in SCOIR
- Click the **Doc** button to open the **Application Documents** window and then click the **New Request** button.
- Search for the teacher at your high school you are requesting to provide a recommendation by typing their last name in the 'Teacher' box. (You must be a senior for this step)
- If the person you are requesting to write a recommendation for you is not in your high school as staff, they will not show up as an option and you will need to contact Mrs. Seymour. The recommender will need to send your recommendation to Mrs. Seymour who will send via email or upload it to your SCOIR account.
- Specify whether you'd like the recommendation to be for a specific college. If you do want the recommendation request to be college specific, select the college to which you would like the recommendation to be sent.
- Compose the request by editing the Subject and the Message. Once you're finished, click **Send**.

FERPA Release

- The FERPA release needs to be signed in your account in SCOIR.
- **Review and sign** the form from the **My Profile** page or it can be found on the **Doc** page.
- The status of each form will be represented beside the form name after they have been completed.
- Be sure to double check your responses and signature before you sign! You must **contact your counselor** if you wish to make changes to your FERPA Release Authorization or Waiver of Rights after you complete and sign

Scholarships

- Scholarship information that the Student Support Center receives can be found on the SJCP website under Academics/College and Career Counseling/look for the scholarship tab.
- Search the web for additional scholarships