Pingry

Guidance for filling out the Self-Reported Transcript and Academic Record System (STARS)

What is STARS?

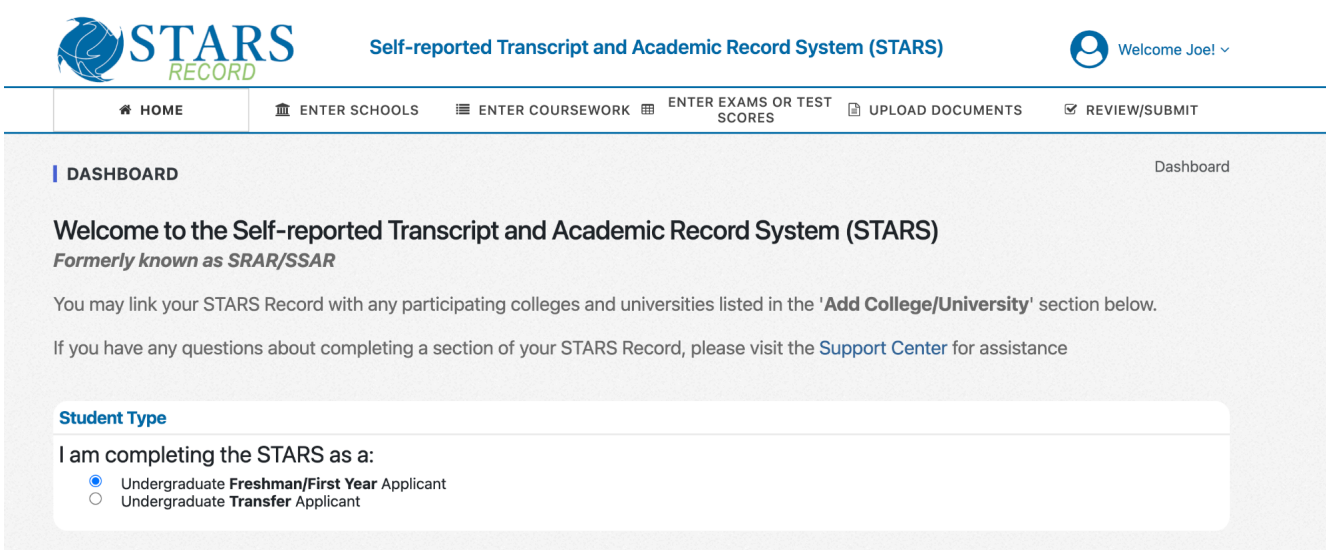
Some colleges and universities essentially ask that you, the applicant, help them to standardize the many different types of transcripts they receive each year by requiring you to manually enter into their system all the courses that you've taken/are enrolled in.

Do I need to complete STARS?

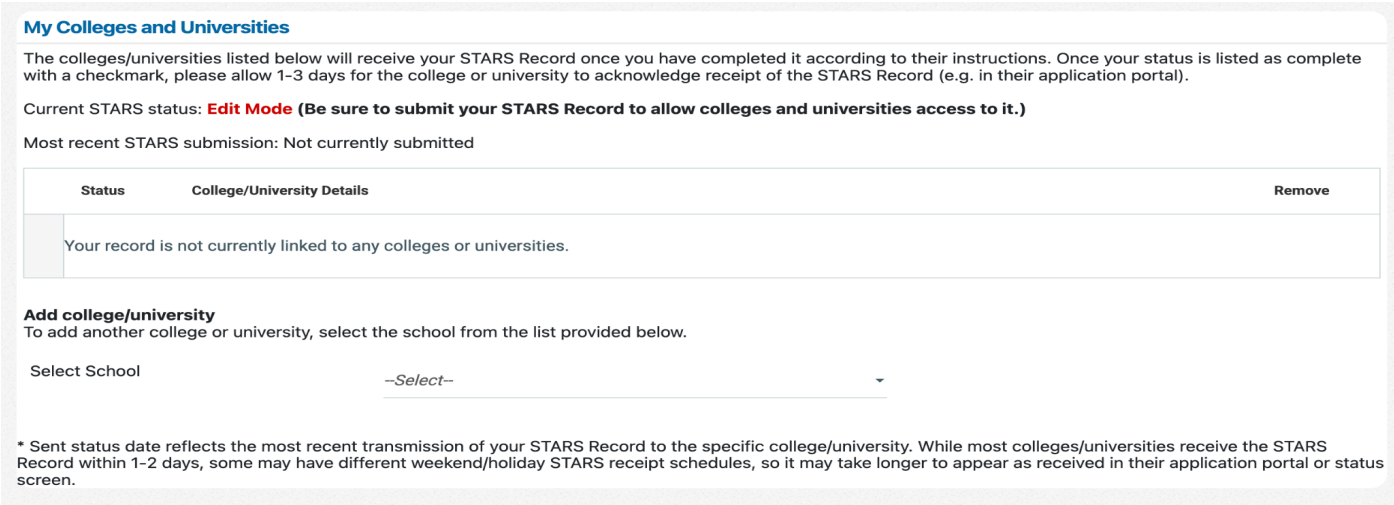
If any of the schools you are applying to are on THIS LIST, then you will have to use STARS.

Getting started

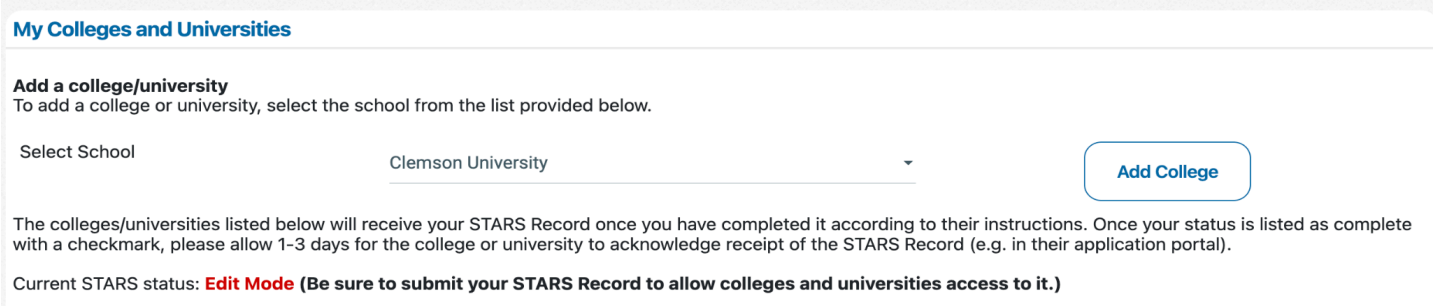
- Navigate to the STARS main landing page and select "Create a STARS Account."
- Read the directions carefully, especially with regards to email address. **You should use the same email address for your STARS account as you used for your Common App account**. This will help ensure your STARS account is appropriately linked to your Common Application sent to each of these colleges.
- For your purposes, indicate you are completing the STARS as a "Undergraduate/First Year Applicant" (*not* a Transfer Applicant).
- Upon log-in, it will ask you to review account security. It's always a good idea to set up multi factor authentication and/or a recovering email address. You can do that upon login, or can ask that they remind you later.
- Your dashboard should look like this:



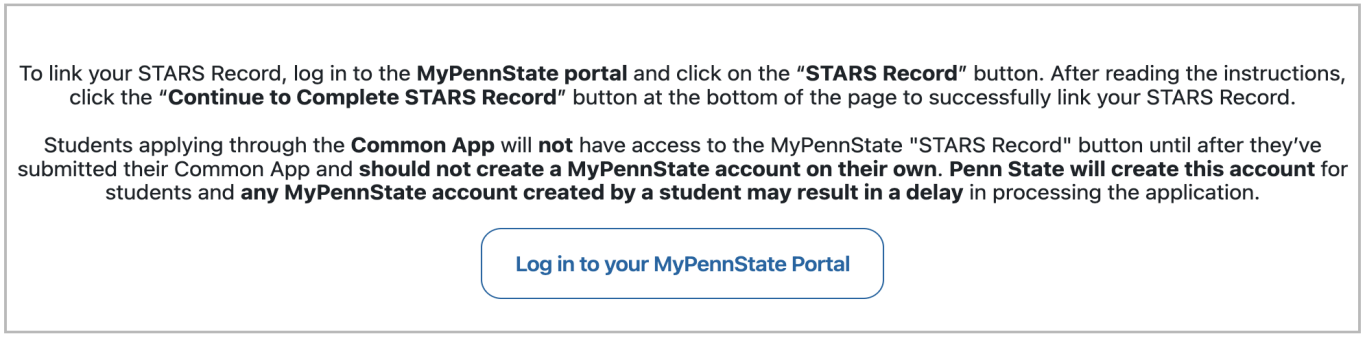
- To review the most up-to-date list of schools requiring the STARS, select the drop-down arrow next to “Select School” and scroll. This is also where you’ll add schools specifically to your STARS account.



- Once you select a school from the list, you will then need to click on the “Add College” button to the right.



- The schools you add will – for the most part – compile in a list together.
- HOWEVER! You may run into a college or university that, when you try to add to your STARS list, gives you a message that it can only be linked through your applicant portal. These applicant portals are accessed **after you submit your applications**, so if you get this message (see below for example), make note that this school requires STARS and be sure to revisit after you’ve applied.

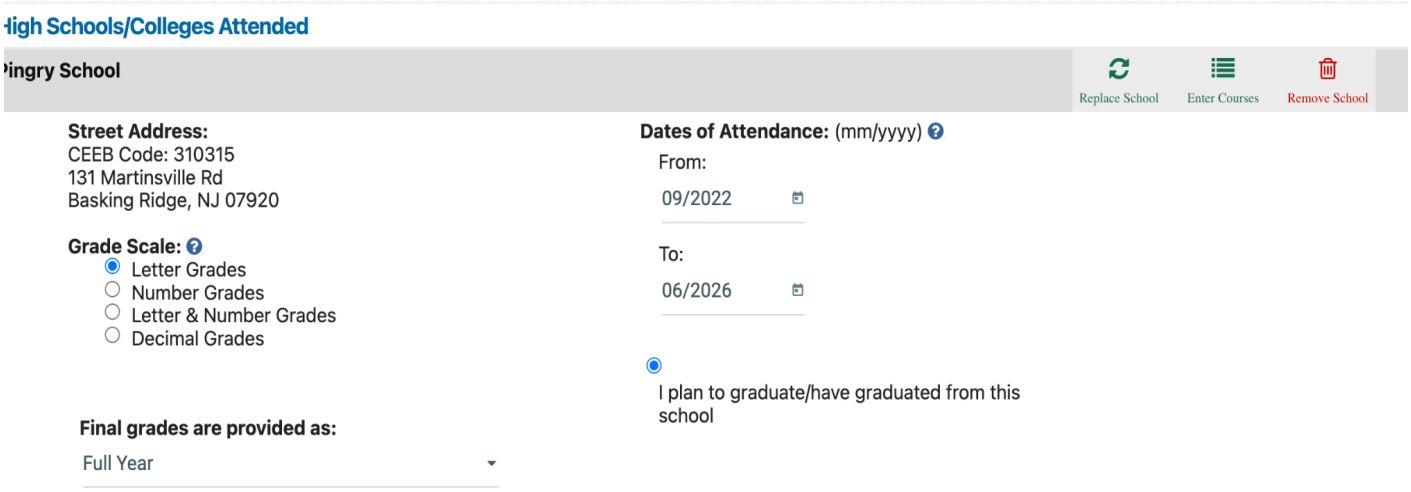


- If you add a school to your STARS list in error and/or change your mind about applying to that school later, you can simply press the red trash can “Remove” button next to that school in your STARS list. You will receive a warning message asking if you are sure you want to remove this school.
- You can add new colleges and universities as you go; this is just to get you started. Once you’re ready to enter academic information into STARS, select “Begin” in the lower right-hand corner.

Entering your high school/s

You will be prompted to enter all high schools attended. If you attended any other high schools for your secondary education – that means if you transferred at any point in high school and/or if you studied away from Pingry – you will need to enter those schools as well.

- Confirm your graduation date: Pingry graduates in June each year
    - Then, in the lower right-hand corner, select “Add School”
- A window within the browser will open. ***This shouldn’t cause issues with pop-up blockers, but if you don’t then see a “STARS: School Lookup” window, look for a blocked pop-up.*
- Search for Pingry using our CEEB Code which is **310315**. Pingry’s name and CEEB code will appear in the search bar; select Pingry School, and then press the blue “Search” button.”
    - You will see our school name and address; press “Select.”
    - You will be taken back to the Enter Schools page, with Pingry School added to your list of “High Schools/Colleges Attended”
- Enter your dates that you attended each high school you listed.
    - Enter your “From” date, which is a required field, as August or September and year of entry
    - Enter your “To” date, which is a required field, as June and year of graduation
- Select the button that says, “I plan to graduate/have graduated from this school.” • For Grade Scale, select “Letter Grades.”
- From the drop-down menu on the left-hand side that says, “Final grades are provided as” select “Full Year.”
- Once you have entered all this info, your screen should look like this:



- Next, you should click on the “GPA and Class Rank” button.

GPA/Class Rank

- For **cumulative weighted GPA**, select the checkbox that says, “This school does not calculate or report weighted GPA.” Selecting this will zero out the answer above – do not be alarmed.
- For **cumulative unweighted GPA**, select the checkbox that says, “This school does not calculate or report weighted GPA.” Selecting this will zero out the answer above – do not be alarmed.
- Check the box at the bottom of the page that says, “This school does not provide rank information or I do not know it.”
- Select “Continue.”
- You will be taken back to the High School dashboard, at which point you should select, “School Counselor.”

School Counselor

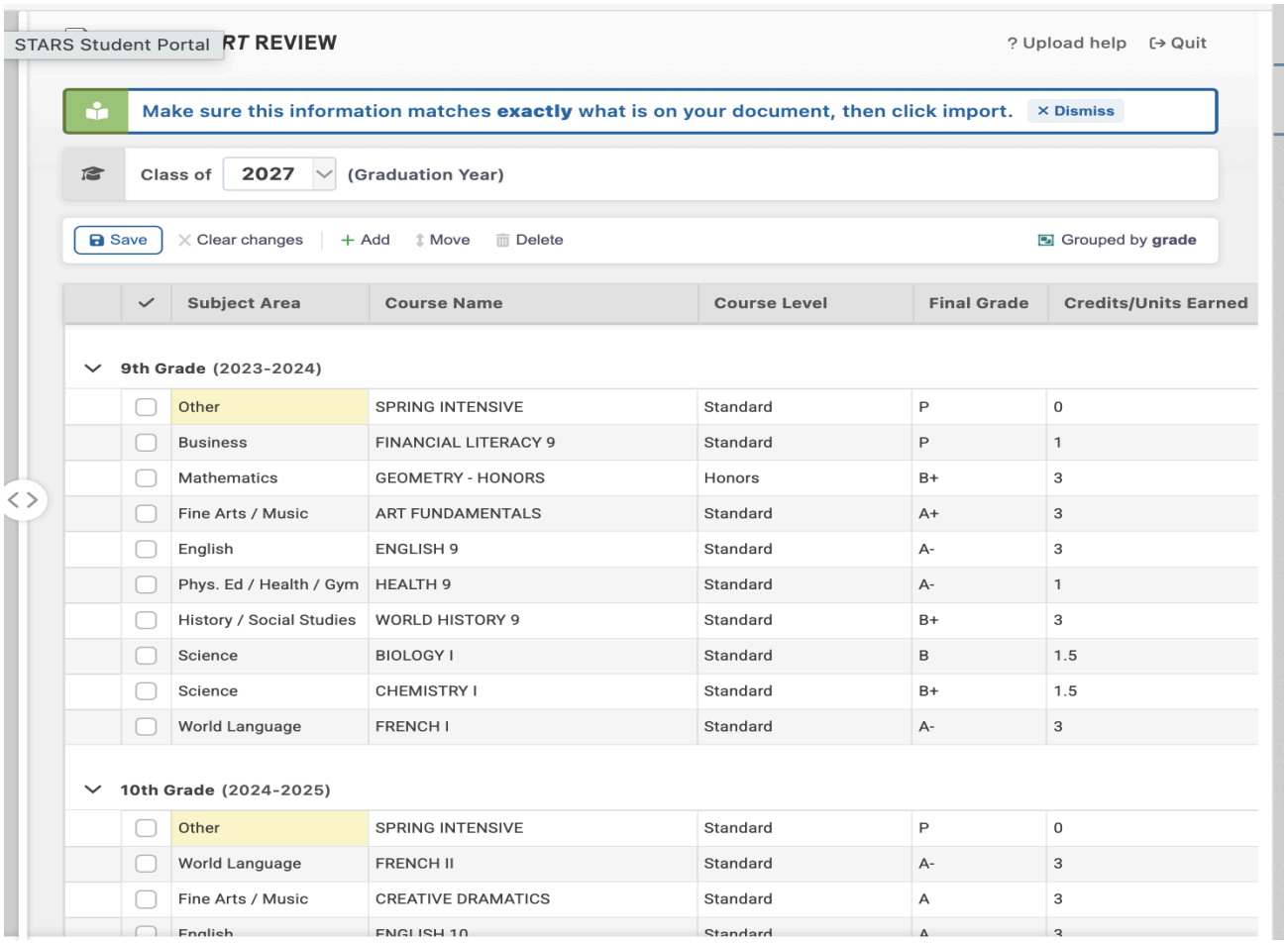
- Enter your counselor’s name and email address. You do not need to include a phone number. Select “Continue” and you will return again to the High School dashboard. Now, the real fun begins. Select “Enter Coursework.”

Enter Coursework-Two Options

OPTION ONE-Students can now upload their transcript into their STARS account to have all coursework populate in their account. **THE PINGRY CCO HIGHLY RECOMMENDS THAT YOU FOLLOW THIS STEP AS IT WILL SAVE YOU TIME ENTERING YOUR COURSES AND GRADES. PLEASE FOLLOW THESE STEPS TO UPLOAD YOUR TRANSCRIPT.**

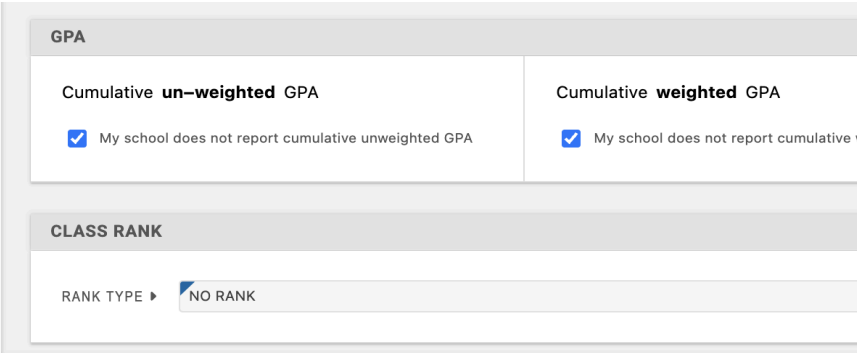
- Obtain a copy of your transcript from your counselor or our registrar and save it to your computer.
- Under the Enter Coursework tab on STARS, you will see a STARS Easy Import Box. We recommend choosing Upload From Computer to reduce the risk of mistakes.
- On the next page, read about the process and click Continue.
- Click the High School Transcript button and then either drag and drop your transcript or browse for a file to upload. Next, click Continue.
- On the next page, confirm the upload by clicking Continue
- Next, your transcript will upload. This step will take a few minutes. Once uploaded, an Easy Import Review Box will appear on your page.
- On the Easy Import Review pop up, you will be able to review your courses, course level, grades, length, and credits. Please check everything for accuracy twice against your transcript. **YOU WILL NEED TO CHANGE YOUR COURSE LEVEL FOR ALL CLASSES EXCEPT YOUR HONORS AND AP CLASSES. IF THE CLASS IS A POST AP CLASS, i.e. MATH 6, CHOOSE ADVANCED. FOR ALL OTHER CLASSES, CHOOSE COLLEGE PREP. HEALTH, PHYSICAL EDUCATION, SPRING INTENSIVES AND OTHER NON-ACADEMIC COURSES CAN BE STANDARD. YOU WILL NEED TO DO THIS FOR 9TH, 10TH, 11TH, and 12th GRADE. YOU WILL ALSO NEED TO CHECK THE**

TERM FOR YOUR COURSES AND ADJUST TO SEMESTER OR TRIMESTER AS NEEDED. YOU WILL ALSO NEED TO ADJUST THE CREDITS FOR YOUR SENIOR YEAR CLASSES AS THEY ARE NOT ON YOUR TRANSCRIPT. FULL YEAR COURSES ARE 3 CREDITS AND SEMESTER COURSES ARE 1.5 CREDITS. If you are unsure about the course level for a particular class, ask your college counselor. (See below)



	Subject Area	Course Name	Course Level	Final Grade	Credits/Units Earned
9th Grade (2023-2024)					
	Other	SPRING INTENSIVE	Standard	P	0
	Business	FINANCIAL LITERACY 9	Standard	P	1
	Mathematics	GEOMETRY - HONORS	Honors	B+	3
	Fine Arts / Music	ART FUNDAMENTALS	Standard	A+	3
	English	ENGLISH 9	Standard	A-	3
	Phys. Ed / Health / Gym	HEALTH 9	Standard	A-	1
	History / Social Studies	WORLD HISTORY 9	Standard	B+	3
	Science	BIOLOGY I	Standard	B	1.5
	Science	CHEMISTRY I	Standard	B+	1.5
	World Language	FRENCH I	Standard	A-	3
10th Grade (2024-2025)					
	Other	SPRING INTENSIVE	Standard	P	0
	World Language	FRENCH II	Standard	A-	3
	Fine Arts / Music	CREATIVE DRAMATICS	Standard	A	3
	English	ENGLISH 10	Standard	A	3

- On the bottom of the Easy Import Review Page, check the two boxes to indicate that my school does not calculate an unweighted and weighted GPA. For Class Rank, scroll to the bottom of the drop down menu and choose NO RANK. Click Next Tab. (See below)

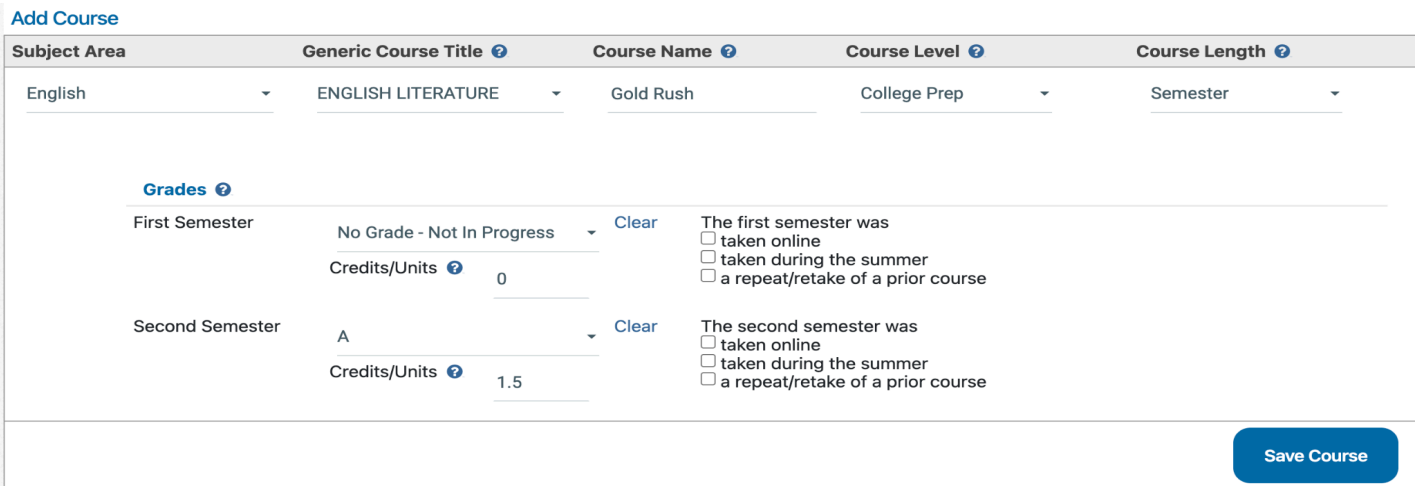


- When finished, Click SAVE at the top of the Easy Import Box and then Click Import To STARS at the bottom of the page, check the box to acknowledge you have reviewed your coursework, then click Continue. Next click Submit Import.
- Once imported, you can scroll down to check your coursework for accuracy again. If you need to make changes, click on the green box for the appropriate year and then do the same for the appropriate class.

OPTION TWO-You may also choose to manually enter your courses and grades. Follow these instructions to do this.

- At the top of the page, you can choose to enter coursework by Year or by Subject. **We recommend you select "Year."**
- We recommend that you obtain a printed copy of your transcript from either your college counselor or Pingry's registrar to use when entering courses on STARS.
- Scroll down to the "Enter or Edit Coursework" section. With your transcript in hand, click on the green edit symbol next to 9th grade and start typing!
    - *Note: Pingry does not include high school-level courses taken in middle school on our transcripts, so you will not enter middle school coursework.*
- For each year you are entering coursework, you will be asked to enter a GPA for the year. Check the box that states "I have not received an annual GPA for this academic year"
- Scroll down to the "Add Course" section. Start with the first course listed on your transcript, and work your way down.
- Choose the appropriate subject in the "Subject" drop down box
- Under the Generic Course Title Box, choose the title that most represents your class. You can also choose the "Other _____" choice in the drop down box. For our interdepartmental courses choose the following subject area and generic titles:
    - Freedom Honors-English/Other English
    - German Intellectual History and Philosophy Honors-World Language/German Language and Culture
    - Peer Leadership-Other/Other Subject Area
    - Yearbook-Other/Yearbook
    - Financial Literacy-Business/Financial Literacy/Personal Finance

- Under Course Name, you will enter the course **EXACTLY** as it appears on your transcript
- For Course Level, use Honors, AP (Advanced Placement), or Advanced for those courses. If a course is post-AP and not labeled Advanced, select “Advanced” in the drop down box. For all other courses choose “College Prep” in the drop down box. Please note that AP Music Theory would be labeled an AP course. Ask your counselor if you have any questions on the course level.
- For Course Length, choose **Full Year for 3 credit classes, Semester for 1.5 credit classes and Trimester for all 1 credit classes. For Pass/Fail classes choose Trimester.** Enter your grade as a letter grade and select Pass/Fail Pass for the Pass/Fail courses. For Semester and Trimester classes, choose the appropriate semester/trimester the course was taken, the grade received, and the credits received (either 1.5 or 1). For the other semester/trimesters in that course, choose No Grade-Not In Progress and enter 0 in the credit box. In the example below, Gold Rush is a second semester course, hence no grade or credits for the First Semester.



- **MAKE SURE YOU ENTER YOUR SENIOR YEAR COURSES!!!!**
- Enter the appropriate subject area. For the Generic Course Title, choose the title that most represents your class.
- For Course Title, enter the course exactly as it appears on your transcript.
- For Course Level, choose AP for AP classes, Honors for Honors classes, Advanced for post AP classes, i.e Math 6, and College Prep for all other classes.
- For course length, enter either full year, semester, or trimester
- Under Grades, select In Progress from the drop down menu. Enter the amount of credits for the class, either 3, 1.5, or 1. If this is a semester or trimester course, enter Not In Progress from the drop down menu and 0 for credits in the semester or trimesters you are NOT taking this class
- Enter all courses on your transcript for your senior year.

Enter Exams or Test Scores

- Only enter your test scores if you are applying to a school that requires test scores to be submitted through STARS. CLICK HERE for a list of schools that require submission through STARS:
- If you are entering scores, under Add New Exams or Test Scores, choose the appropriate test from the drop down box and enter the score(s) with the date taken.
- Please note that if you are applying to some schools with testing and others as test optional, you can

choose the appropriate setting on your home page under My Colleges and Universities. Under the desired school, click on “Show Details for_____”, select “Test Optional Preferences” in the drop down box, and control the settings as desired.

Upload Documents-You will only use this feature if requested to by a college or university that you are applying to through your application portal.

Review/Submit: You will now see a summary page of your school and all the courses you’ve entered. Review this carefully to ensure you’ve reported all your high school coursework, there are no typos, and everything looks right.

- **Finally,** you will provide your electronic signature by way of entering your login credentials. By signing, you certify you have accurately reported all your coursework and grades.
- If you catch errors and/or change your schedule, you can submit the STARS multiple times. However, you are doing your best to operate in good faith each time you submit this and any of your college application materials.
- You can also edit your STARS account after you submit. Click HERE for more information.
- After STARS submission, **YOU WILL NEED TO “LINK”** your STARS account to each school that requires it (see the message below, which you’ll see on your STARS dashboard).
- You can only link STARS to college applications once you apply to each school and receive access to that college’s applicant portal. Which is to say, the work isn’t over yet! Keep this on your radar for once you submit to STARS-using colleges.
- FOLLOW THE INSTRUCTIONS ON THE PORTAL FOR EACH SCHOOL. MANY SCHOOLS WILL HAVE YOU LINK YOUR STARS ACCOUNT DIRECTLY THROUGH THE PORTAL.
- On your Dashboard under My Colleges and Universities, you can see if your STARS account is linked or not by clicking on “Show Details”. A green check mark will mean STARS is linked and a yellow triangle will mean it is not.

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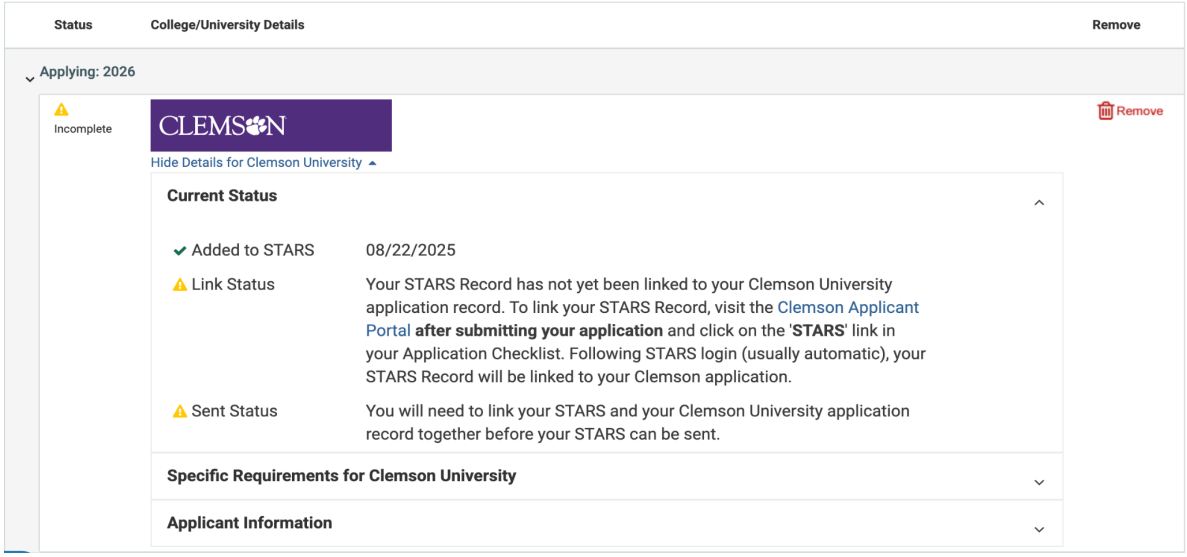

Final Thoughts

This process can be cumbersome and not always the most straightforward. Please visit your college counselor if you have any questions and/or need assistance. The STARS Support Center is helpful and can be accessed by clicking HERE. The University of Delaware, which requires STARS, has produced a step by step tutorial with videos that is also very helpful. Please click HERE to access UD's tutorial.