



## MANASQUAN HIGH SCHOOL COUNSELING DEPARTMENT

### SCOIR COLLEGE APPLICATION PROCEDURES

**\*\* PLEASE BE SURE TO READ AND FOLLOW ALL DIRECTIONS!!!**

- **Any student who is applying via the Common Application:** Go to [www.CommonApp.org](http://www.CommonApp.org) and register. Create a Common App account online.
- Log on to your SCOIR account at [app.scoir.com/login](http://app.scoir.com/login) with your SCOIR username and password. (*Your primary email address for your SCOIR account MUST be your school email address*) Complete the following in your SCOIR account:

**IMPORTANT: Visit the SCOIR webpage on our guidance website to see HOW TO videos to complete all of these steps. Go to <https://www.manasquanschools.org/Page/5177>**

- You will need to fill out the FERPA form in order to release authorization to send pertinent school records to educational institutions and indicate whether or not you waive your right to access letters of recommendation. **We strongly advise you to waive your right to have access. If you have any questions please see your counselor before filling out this form.**
- PROFILE – Under your profile section is where you will list your activities, info you want recommenders to know about you, etc. This section can be seen by teachers that you request recommendations from, so if you don't have an official resume to give them, here is the place to list your bragging points to them.
- College Search – Utilize the college search tool to narrow down schools and trade schools that fit what you and your family are looking for. You want to try to come up with a reach school, some good fits (based on recommended GPA/test scores/etc) and at least 1 safety school that you are confident you would get in to and would be willing to attend if all other choices do not work out.
- Teacher/Counselor Recommendation – **DO NOT REQUEST TEACHER RECOMMENDATIONS THROUGH THE COMMON APP. OR THROUGH THE COALITION APP.** Request teacher recommendations **through SCOIR only**. This function will only work on your SCOIR account (see video) if you have your school email address as your primary address. If you are using a personal email address for SCOIR, you will not be able to request teacher recs until you change your primary address to your school email address.
- While working on your college applications:
  - Be sure to read all the information carefully and follow all the directions.

- Pay close attention to the application deadline dates based on the type of application you plan to utilize..
- Submit any required admission test scores (SAT I, SAT Subject Test, ACT). **Test scores do not appear on your transcript. You must request them directly from CollegeBoard and ACT.** Visit [www.collegeboard.org](http://www.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org) for more info.
- If your college requires marking period grade reports, you must let your guidance counselor know after the report cards come out. NOTE: marking period grades DO NOT affect your rank or GPA (only final course grades).
- **When you are ready to send your transcripts, you MUST notify your counselor that you have applied to each school. The school cannot send out any of your application materials until you list EACH AND EVERY school that you plan to apply to in your SCOIR account under MY COLLEGES- APPLYING list.**

NOTE: If you are having any trouble with your SCOIR account, please see your Counselor asap.

*Remember you may not request a transcript until you have completed all of the above.*

## IMPORTANT:

### YOU MUST ALLOW 10 SCHOOL DAYS FOR TRANSCRIPTS TO BE SENT

- We encourage you to meet with college representatives when they visit our school. A schedule of visiting colleges and the sign up procedure can be found in SCOIR under the calendar tab. In the calendar, you will see which colleges will be visiting us on which days (either virtually or in person in the media center). You can RSVP to meet with them via the Calendar in your SCOIR account.
- Scholarship information can be found in SCOIR and on our guidance website at <https://www.manasquanschools.org/Page/2092>. All LOCAL scholarships will be posted on our website in the order that they are received (newest at top). **There are many websites and other resources for scholarships. Please do your research. If you have any questions, please speak with your counselor.** Transcripts for scholarships must be requested through your counselor. Scholarships are posted often starting in October, so check the website listed above often.

# MANASQUAN HIGH SCHOOL GUIDANCE DEPARTMENT

## STUDENT SCOIR CHECKLIST

\_\_\_ 1. I have completed all my information on my SCOIR account including:

- **Resume**
- **My Colleges- APPLIED list**  
**(list every school here regardless of what type of application you used to apply)**
- **FERPA waiver on SCOIR** and Common Application if applicable (we strongly encourage you to Waive Your Right and please see your school counselor if you have questions)
- Reviewed **NCAA Core Course requirements** with my school counselor IF I plan on playing a sport in college

\_\_\_ 2. **I have spoken** to two academic teachers and my school counselor to request a letter of recommendation and I have sent requests to teachers and my school counselor through **SCOIR**. (Do not request teacher or counselor recommendations through the Common Application or Coalition Application)

\_\_\_ 3. I have notified my Guidance Counselor after I submit each application with enough time to ensure that my school materials are sent out in a timely manner and will meet all deadlines.

**\*\* Remember that it takes 10 SCHOOL DAYS to process your request for transcripts.**

\_\_\_ 4. I have requested that my official SAT scores from collegeboard.com and/or ACT scores from ACT.org be sent to the colleges. **My transcript will not include standardized test scores.**

**IMPORTANT: Check your SCHOOL EMAIL and SCOIR homepage regularly for important updates and changes to College Application Procedures.**

**(Manasquan H.S. CEEB CODE IS 310-745)**