

College Application Meeting: Part 2

Mercy High School
Fall 2024

Let us take one day at a time,
merely making a resolve for
tomorrow – Catherine
McAuley

Goals for today

- How to request transcripts
- How to request teacher/counselor letter
- Application basics
- First meeting with your counselor
- College Visits at Mercy

Process to Request Counselor Letters of Rec, School Reports and Transcripts

- ★ Step 1: Complete the College Application Data Survey in SCOIR
 - Only needs to be filled out 1 time.
 - If you wish to add/delete colleges from your list after you have turned in the form, you must notify your counselor via email.
 - Allow 3 full weeks for processing.

Process to Request Counselor Letters of Rec, School Reports and Transcripts

- ★ Step 2: Complete the Counselor Recommendation Request Survey in SCOIR
 - All students must complete this form regardless of whether or not the colleges you are applying to require a letter of rec.

Process to Request Counselor Letters of Rec, School Reports and Transcripts

- ★ Step 3: In SCOIR - Add colleges to the APPLYING list.
 - Add email address you used to setup your application.
 - Enter your Common App ID if you are using the CA.

- ★ Step 4: In SCOIR - After you apply, mark the application status as APPLIED.

- ★ Step 5: After you begin receiving decisions, update those decisions in SCOIR.

Process to Request Teacher Letters of Recommendation

- Colleges may or may not require a Teacher Letter of Recommendation.
 - As the applicant, you must be knowledgeable about whether or not the college requires any letters of recommendation.
 - Colleges that do not require rec letters prefer not to receive them.
- Step 1: Determine which colleges require teacher letters of recommendation and, if so, how many are required.
- Step 2: Consider which academic teacher to ask.
 - This ideally should be a teacher that is familiar with your most recent academic work (ideally a teacher from junior year).


Process to Request Teacher Letters of Recommendation

- Step 3: Ask teacher in-person.
- Step 4: Complete the *Teacher Recommendation Request Survey* found in Inbox/Survey section of SCOIR.
- Step 5: Invite the teacher to complete your recommendation in SCOIR only after Teacher Recommendation Request Form is submitted.


Website View: Step 1

Application Documents Sort: Deadline Export

Applying (0)
Add a College



Applied (0)
Add a College



Make progress on applications
Let's keep track of those open applications together



Celebrate your completed applications
Keep tabs on your submitted applications and outcomes

A large yellow arrow points upwards from the 'Applying (0)' section towards the 'Application Documents' header.

Website View: Step 2

Application Documents

Documents

Title	College	Status	
FERPA Waiver*	 All Schools	Granted on 08/26/2024	Edit
Fee Waiver Request 			View Request Form Request & Sign

* Required

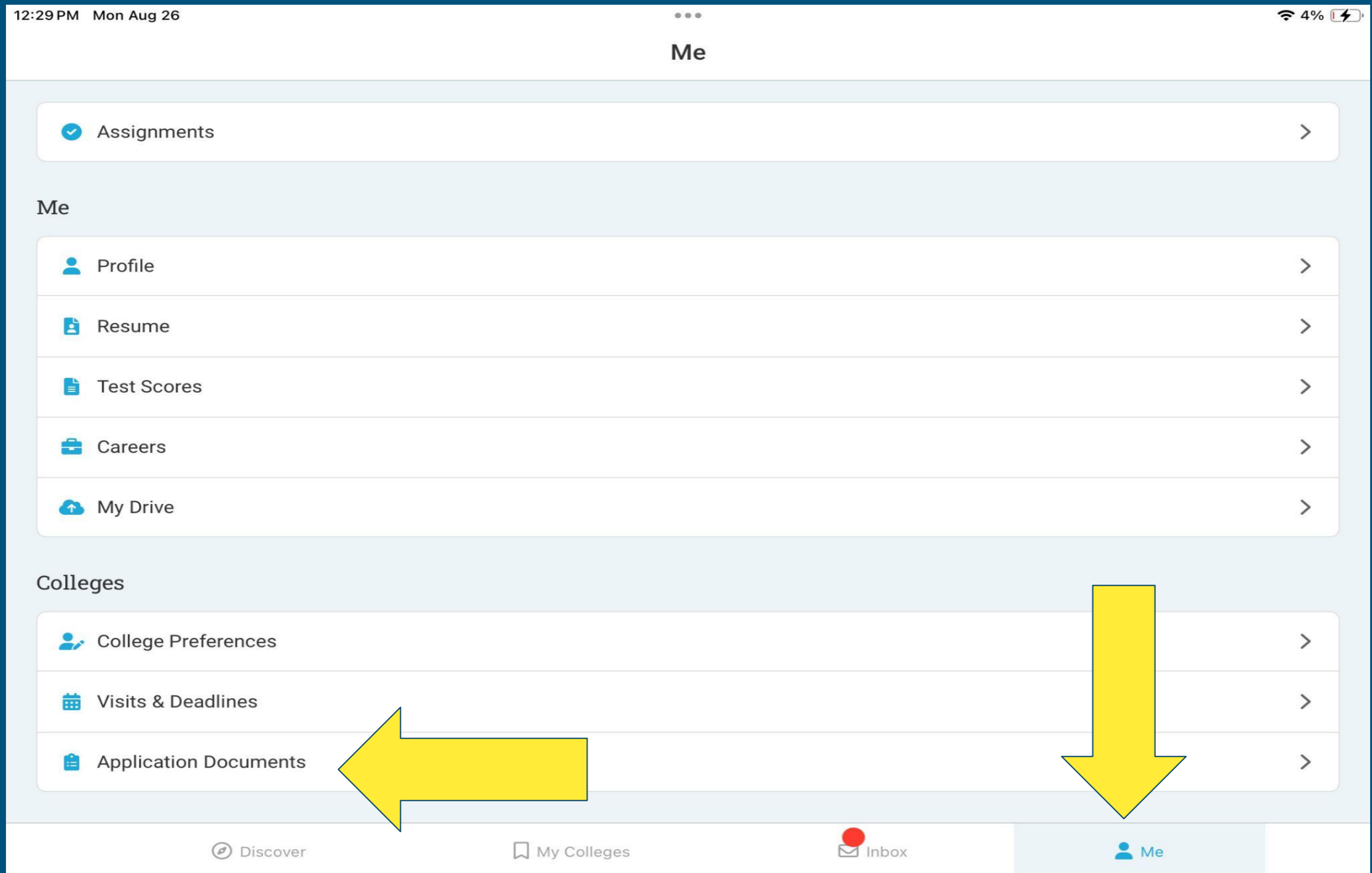
Letters of Recommendation

[+ New Request](#)

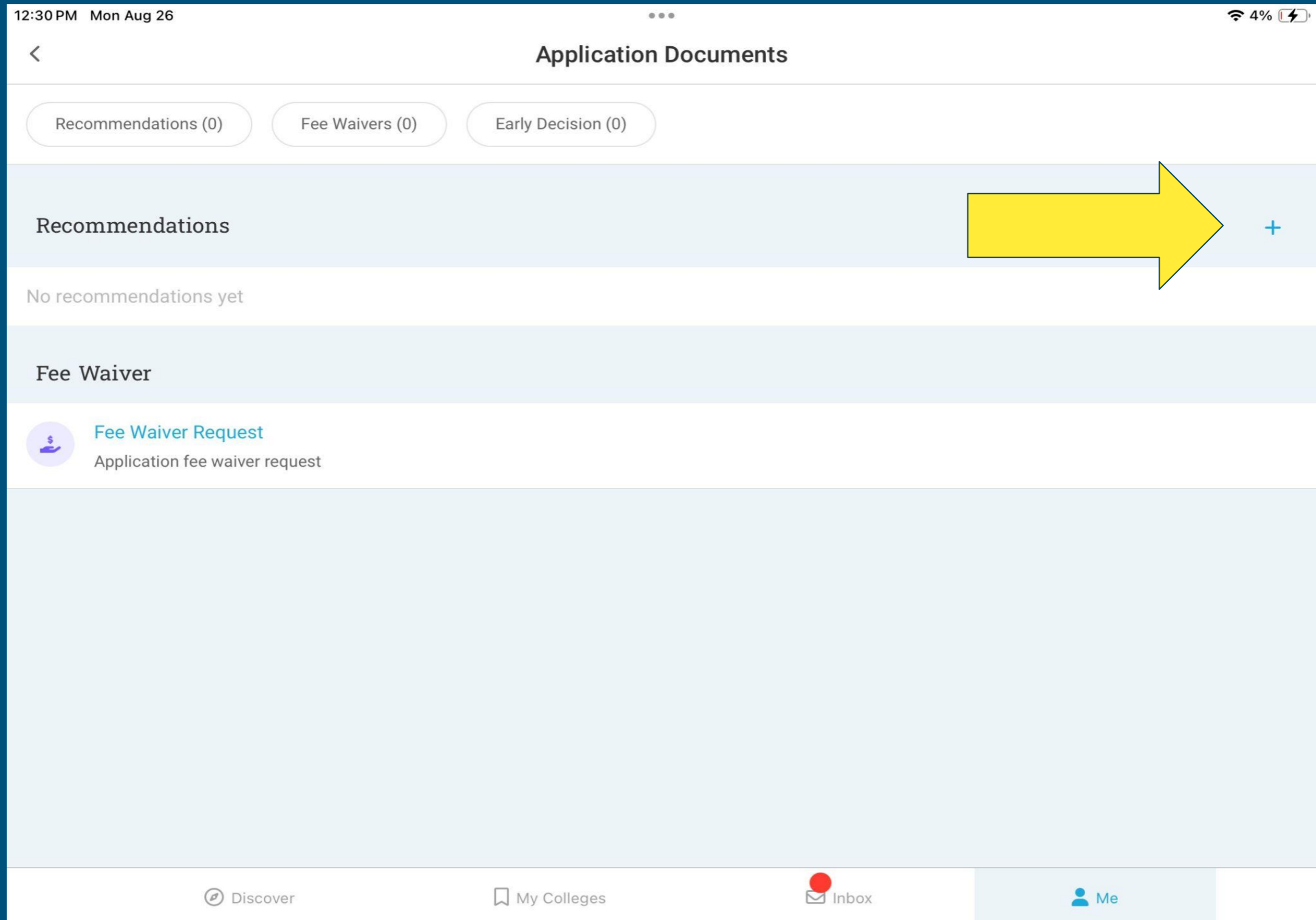
Recommender	College	Status
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App View: Step 1



App View : Step 2



Application Basics

- Common Application
- FERPA
- Test-optional/test-free/test scores

Common Application

- Create your account on the Common App
- Chunk the application - fill out one section a day!
- Helpful data:
 - Graduating class - 144
 - Grading scale 4.0
 - We do not rank
 - Grade point average:
 - Weighted - If you had an AP Class in 10th or 11th grade
 - Unweighted-If you did not or have your first AP as a senior

FERPA Agreement

- Federal Education Rights and Privacy Act
 - Guide many aspects of educational records.
 - Letters of Recommendation
- You must complete on the Common App for us to submit documents.
- To complete, must have Education section completed and add a college to the Common App.
- Only needs to be completed once and applies to all colleges listed in your My Colleges List in the Common Application.

FERPA

- Do you want to see your letters of recommendation or not?
 - You cannot see them from Mercy.
 - You will have to request to see the letters from the colleges you were accepted to (and possibly only the one you attend).
- We recommend you waive your right to view your letters.

Invite Recommenders on Common App

- Once you complete the FERPA, you will be asked to enter in your Counselors name. Please do this but DO NOT add the email address.
- As you invite a teacher, enter their name but DO NOT add the email address.

Please note, if you enter the email addresses in the Common App, the college will not properly receive your transcripts and letters of recommendation. The only required fields are First and Last Name.

Signing FERPA Agreement on SCOIR

- Log into SCOIR through Safari or Chrome, or the App
- The FERPA will pop up automatically
 - Give permission to send transcripts (Grant)
 - Sign FERPA (again, we recommend you waive your rights). (Grant)

ACT & SAT Testing

- Testing policies will vary by institution.
 - Test optional, test required, test free
- The best resource for learning about a college's testing policy is the college's website.
- You might choose to send your test score to some colleges and not to others.

DO NOT SEND YOUR SCORES TO A COLLEGE UNTIL YOU KNOW IF YOU ARE SENDING TEST SCORES AS PART OF YOUR APPLICATION.

Considerations When Submitting Test Scores:

- Colleges want the test the student performs best on.
 - Schools do not prefer one test over the other.
- Submitting multiple scores (if available) is welcomed.
- Some schools may only use the highest composite score, other schools may superscore.
- ACT/SAT tests taken Oct or later, we encourage you to send scores directly to the colleges that **require** them -- especially if the college has a Nov. 1 or earlier deadline.

Meeting with Counselor

- ★ Will begin the week of September 3rd
 - Add Colleges to “Applying” in SCOIR
 - If you have submitted applications, please change the status to “Applied.”
 - Talk about your essay plans
 - Teacher Request for letter of rec
 - Testing discussion
 - College Application Timeline

Virtual and In-Person College Visits to Mercy

- Virtual and in-person visits happen in September & October
- Pay attention to SCOIR for visit dates.
- Sign up for visit in SCOIR.
- Offered daily
- These visits are an excellent way to learn more about a college - especially because in most cases, the reps are the ones reading your application.

✓ Assignments >

Me

Profile >

Resume >

Test Scores >

Careers >

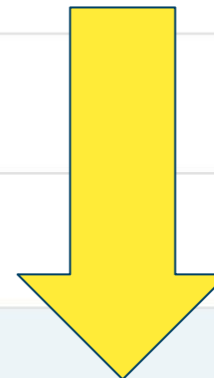
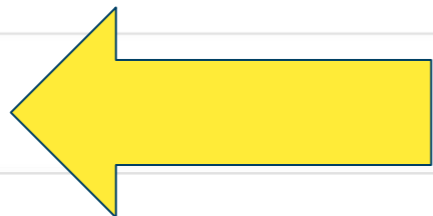
My Drive >

Colleges

College Preferences >

Visits & Deadlines >

Application Documents >



Student Application Goals

- MSU - Application submission during the month of October, the application is free.
- Goal - Submit UofM & MSU Application(s) by Oct. 25
- Late September/Early October - send test scores (if you are sending scores)
- October 30 - submit all November 1st applications
- FAFSA opens in early December
- Complete CSS profile (if required) December 2024

Future Meetings

- Individual meetings - Begin the week of September 3rd
- College Rep Visits - September & October - sign up in SCOIR and check regularly
- Schedule meetings as you, the student needs them.

Additional Information

- Transcript - your unofficial transcript is in your Drive on SCOIR.
- Appointment/Meeting Time w/Counselor - check your email as Ms. Willis will send you your appointment time.

Questions?

Thank you for your participation today!