

## Short and Sweet Steps to a Complete Application

### **What does Complete mean?**

Application (student profile, activities, essay and application fee)

Test Scores, if required

Official Transcript

Senior Year Classes

Counselor Letter of Recommendation

Teacher Recommendation

School Profile (a description of our school, community, grading system and what is offered)

### **Application Set Up**

Open an account on Common App (as you narrow your list of colleges, you may have additional apps but the Common App is pretty, well, “common” to all!) ([www.commonapp.org](http://www.commonapp.org))

Add at least 1 college to the Common App Dashboard

Go to Profile and add Winnacunnet (300245)

Go to the FERPA and Recommenders under the College name- complete the waiver so we can send your documents to the schools electronically. (Colleges expect you will waive your right to see recommendations and documents- don't worry- we won't send anything negative or that you don't know about.)

**Coalition Application or Individual Institutional College Applications:** Same process as Common App. You can add names of counselor and teachers but no need to add emails or print out forms.

**Counselor:** You will use my name for anything College related

**Recommenders:** Put my name under counselor but do not add my email or phone number. You do not need to- it will all be done via SCOIR

Teachers- you can put the names of the teachers who are doing your letters but do not add their email or phone number. It will all be done via SCOIR.

You will receive a prompt to print out and give forms to the school, counselor and teachers to fill out. You **do NOT** need to do this. This will all be done via SCOIR.

**SCOIR: All school forms (school profile, official transcripts, counselor letter of recommendation and teacher recommendations) will be submitted by the school via SCOIR. You need to set up SCOIR so this can be done.**

**You will be prompted to sign the FERPA waiver when you log in- only once.**

**To Set up Colleges so we can send your documents to colleges:**

My Colleges Tab at top

Following: Add a college to “Following.” You can add as many colleges as you want to this list!

Applying: When you decide that you are applying to a school, drag the college from **Following** to **Applying**.

A box will pop up to ask when you are applying and what method of application

If it's a Common App school, add your Common App ID (found at the top right corner under your name on the Common App)

Applied: After you submit your application via the college's application (Common App, Coalition or Institutional App), move the college to the Applied column. Update this when you hear from the college.

## **Recommendations**

Teacher recs: Ask at least 1 teacher to write you a recommendation. AFTER you ask them, go into SCOIR and add their name to the Teacher Recommendation request.

This will send an email to the teacher so make sure you've spoken to them! Give them a minimum of 3 weeks to write a letter.

For most teachers, indicate on SCOIR that the recommendation will go to ALL schools. However, you CAN decide which schools individual teacher letters go to. This is only necessary if a teacher is writing one specifically about a college or if a college only accepts a certain number and you want to be sure the right letters are sent.

Most students should begin by having a teacher write a letter for all the colleges and then sort them later.

To send the request via SCOIR- go to the My Colleges Tab.

Application Documents- top right- Request Letter of Recommendation

Most should ask a letter to go to all colleges you are applying to.

Counselor Recommendation: The College Counselor writes a rec for each student applying to college. It is meant to be holistic, discuss how you've impacted your school and community and address your character. There is no need to request it or do anything on SCOIR.

To write a great letter, this is what I need:

1. Meet with you and know you and your goals.
2. Green sheets"- request up to 4 to teachers/coaches/advisors who know you well. These should NOT be the same teachers who you request a full letter from.
3. Student questionnaire emailed to you
4. Parent questionnaire- emailed to all parents

### **Transcript Requests**

**3 weeks** before a deadline (minimum!), fill out the **Class of 2021 Transcript Release Google Form** (<https://forms.gle/1oRfoP6RvvYLojJF9>) for each school you are applying to for that date. We will send an email reminder for each deadline- please respect this.

This goes back to Ms. Parks. She prepares the list of all students with a deadline coming up. It is given to me and to all teachers to let us know that we need to get the letters and other documents uploaded onto SCOIR for that deadline.

**This form triggers the whole process- you MUST complete the form for every college that you apply to.**

Placing a college in the "Applying" tab in SCOIR is also required but the Request Form lets us know that you are ready and you are committed to applying to that school. It also tells us the date you plan to apply and which deadline you are meeting (colleges may have multiple deadlines).

### **Test Scores**

**Your test scores must be sent electronically from the Testing agency (SAT or ACT).** The testing agencies charge a fee per school. Log on to your account for the testing agency and request the scores be sent to particular schools. It may take 2-3 weeks.

When you register for a test, you get 4 score reports sent for "free." Take advantage of this.

Check to make sure you do not need SAT subject tests.

**If a School is Test Optional:** If you will apply to test optional schools and do NOT want to submit scores, make sure to indicate that on the Common App. Some schools ask in their own application questions as well. Make sure to say no or else they will be waiting for them and your application will not be complete.

You may apply to some that you submit scores and some you do not. Make sure that if you are not sending test scores to ALL schools to leave the Testing section of the Common App blank.

## **Application**

Colleges may get test scores or transcripts before they get your application. They do not consider you an applicant until they receive YOUR application (and the application fee).

Essay

Covid Question

Where to put extra information

Activities

Work

Courses

**When to Apply:** *Early Decision* (binding), *Early Action* (you find out earlier), *Regular* (apply by this date to be considered for fall 2021), *Rolling* (considered as the applications come in)

## **Information you will need for Applications**

School Code: 300245

School Address: 1 Alumni Drive, Hampton NH 03842

Counselor Name and Title: Melinda Shofner, College Counselor

[mshofner@warriors.winnacunnet.org](mailto:mshofner@warriors.winnacunnet.org)

603-926-8769

Number of students in class: 261

GPA Scale: 4 point system for unweighted (don't use weighted GPA on applications)

Cumulative GPA: use your unweighted GPA

Class Rank Reporting: EXACT

Rank: you can indicate either your weighted or unweighted but be clear about it

Example: your rank is 56 WEIGHTED but 50 UNWEIGHTED. If you choose to tell them 50, make sure you indicate it is unweighted.

Process for Applications at the College:

When they receive your application, they create an account.

Deadlines are met by the Student's submission of the Application.

Even if other documents have been sent, you may get an email saying they are missing things. This is an automatic. Don't panic! Sometimes they seem very personal.

It takes time for the college to upload everything into your account and send it on to the Admissions Readers. It is only sent on to a reader when it is complete.

If there is a problem, they will email you or me. If they have questions, they will call or email.

Colleges make several types of decisions- Admit, Deny, Waitlisted, Defer. If you are deferred (delay in making a decision), they may ask for updated grades or information. See me if this happens. I have seen this option a lot more as more students apply Early Action.

### **Mid Year Grade Reports**

We send your Tri 1 grades in early December to all colleges you've applied to at that time. This year- it will be a bit later since the Trimester doesn't end until 12/4. If colleges request grade reports at other times, let me know. They often email or call me directly as well.

Since we are on a Trimester system, you may (you WILL) get requests for a mid year report in January because many schools are on semester. You will also likely get requests for Quarter 1 grades.

### **Final Transcript**

We send your final transcript after graduation to the college you tell us that you are attending.

### **Essay Tips**

Share a PERSONAL story from your life- your voice should come through. It should be about YOU.

Explain what you learned from the experience (don't just give facts about what happened)

Why was this important to **you**.

Share how you are unique

Be focused- don't try to capture all of your interests in one essay

## **Myths**

Private schools are better than public schools.

Public schools are better than private schools.

Public schools cost less.

Private schools cost less.

The more selective a school is, the better it is.

The higher the rank on US News and World Report, the better fit.

You must have all As to get into a good college.

Applying Early Action increases your chances of admission. If you are not admissible, applying early will not help.

## **What is a GOOD college?**

**A college that you will want to stay all 4 years, will help you reach your goals and that you GRADUATE from.**

Location and Environment that YOU want

Helps you reach YOUR goals

Will challenge and expand you

Affordable for you and your family

Academics/ programs that you want

Provides Internships/ research/ co-op opportunities to help you be in the career you want

Personal fit- what is right for one will not be right for all.

## **Application List:**

No more than  $\frac{1}{3}$  are “reach” schools

Should match your personal priorities

Range of selectivity

Keeping it under 10 total applications is recommended by NACAC (National Association of College Admission Counseling)

Account for Financial Info (don't only apply to out of state public universities if concerned about finaid etc)

*You should want to go to every school on your list.*

**Net Price Calculator-** get an idea of what financial aid and scholarships may be available at a school.

**Financial Aid Night:** 10/6 at 6PM. Details on format to follow!

