

COLLEGE APPLICATION PROCESS – USING Scoir - 2022-2023

1. Odds are, you will be applying to at least ONE Common App school. CREATE A COMMON APP ACCOUNT at www.commonapp.org. Common App requires your user name to be a valid email address. **IMPORTANT: WRITE DOWN YOUR USERNAME AND PASSWORD FOR FUTURE REFERENCE.** Once you have added at least ONE school to your list, complete the **FERPA Waiver** on the Common App website. Click on the “My Colleges” tab of your Common App. Click on “Recommenders and FERPA” on the left side – gray box. Complete the FERPA agreement by clicking on “Release Authorization”. We recommend that you waive your rights.
IMPORTANT >>> When Common App asks you to add your counselor/teachers, only add their name. DO NOT ADD THEIR EMAIL ADDRESSES – LEAVE EMAIL ADDRESS BLANK
2. **FERPA Release & FERPA Waiver in Scoir:** These two documents provide clarity with regards to the disclosure of personally identifiable information contained in education records and protect the confidentiality of information provided during the college application process. You must review and sign your FERPA Release Authorization and Waiver of Rights forms by clicking the Review and Sign links beneath each form from the **My Profile page in Scoir**.
3. After requesting teacher recommendations in person, request your recommendations electronically through Scoir. **Make sure that your teachers know your application deadline! You may want to include the deadline in the message section. (Note: If you did this previously in Naviance, you MUST do this again using Scoir.)**
 - Go to the **My Colleges** page.
 - Click **Application Documents** and then the **Request a Recommendation** button.
 - Search for the teacher you’re requesting to provide a recommendation.
 - The letters teachers write for you will be sent to ALL of your colleges
 - Compose the request by editing the Subject and the Message. Once you’re finished, click **Send**.
4. **Managing your College Lists:** There are three types of college lists in your **My Colleges** page; **Following, Applying and Applied**. When you have decided which colleges you will be applying to, you will move (drag and drop) those colleges from the Following list to the Applying list. Once you have FULLY COMPLETED YOUR APPLICATION(S) – you will move (drag and drop) those colleges to your Applied List. If you are applying **EARLY DECISION** – you will have to complete the ED Agreement in both Common App and Scoir. If requesting a **FEE WAIVER** – you will have to request in both Common App and Scoir.
5. **IMPORTANT>>> YOUR college deadline!!!** For your **FIRST college application submission**, you must allow the counseling staff 2 weeks processing, so be aware of your deadlines! This allows the counseling staff to ensure that all of your documents (transcripts, counselor letters and forms, teacher letters, etc.) are completed, uploaded and ready for submission by the college’s deadline. **For example, if the first application you are submitting has a November 1st deadline, you must have your application fully submitted and your pink sheet turned in to the School Counseling office by Monday, October 18th.** For subsequent application submissions, please allow three days prior to the college deadline for processing.
6. **Your final step:** Once you have completed the above steps (this means you have actually pressed the submit button!) – including the application, your essay, any supplements required and the application fee. Complete a pink transcript request form (The Pink Sheet) and hand it in to your counselor or Mrs. Wood with the \$3.00 fee.
7. If you plan on playing a Division I or II sport at college, you must register with the NCAA Clearinghouse @ www.eligibilitycenter.org. The NCAA will send notification to the school counseling office that you have completed the registration process and your initial transcript will be sent to them electronically. A final transcript will be sent automatically after you have graduated.

Using Common App with Scoir

This guide provides information on how students will use the Common App with Scoir if their high school uses Scoir to send application documents. These are the aspects of the application process that students will have to complete in both the Common App as well as in Scoir.

Common App Recommendation Process

Step 1: After completing the required FERPA authorization release in Common App, if a college requires a counselor letter of recommendation or teacher letter of recommendation, you will invite your counselor and/or teacher(s) by inputting their first and last name ONLY. Do not put in their Email address. Teachers and Counselors will complete their recommendation in Scoir.

Step 2: You will then need to [request letters of recommendation](#) in Scoir.

Note: You may need to complete the Scoir FERPA waiver and release prior to requesting letters of recommendation in Scoir but speak with your high school counselor.

The screenshot shows the 'Invite Counselor' form. It has a title bar with an 'X' icon and the text 'Invite Counselor'. Below the title bar, there is a section for 'Email Address' with a red 'LEAVE BLANK' instruction. Below that is a 'Title' dropdown menu currently set to 'Mrs.'. Then there are text input fields for 'First Name' (containing 'Jane') and 'Last Name' (containing 'Smith'). At the bottom right, there are two buttons: 'Cancel' and 'Invite'.

Early Decision (if applicable)

You will have to complete the Early Decision Agreement in both the Common App and Scoir.

Step 1: In the Common App, you will head to My Colleges. Select the college that you are applying Early Decision to → Questions → General. From there, you will indicate Early Decision as your Preferred Admission Plan. You will then be prompted to electronically sign the Early Decision Agreement.

Step 2: Proceed to Scoir to complete the Early Decision Agreement and [request signatures](#) from your parent/guardian and counselor.

If you are accepted under an Early Decision plan, you must promptly withdraw the applications submitted to other colleges and universities and make no additional applications to any other university in any country. If you are an Early Decision candidate and are seeking financial aid, you need not withdraw other applications until you have received notification about financial aid from the admitting Early Decision institution.*

☒ Yes, I have read and understand my rights and responsibilities under the Early Decision Process. I wish to be considered as an Early Decision candidate at Vanderbilt University. I also understand that with an Early Decision offer of admissions, this institution may share my name and my early commitment with other institutions.

ED Signature*

Fee Waivers (if applicable)

You will have to request a Fee Waiver in Common App and Scoir.

Step 1: In the Common App, you will head to the Common App→Profile→Common App Fee Waiver.

Step 2: Proceed to Scoir to [request a fee waiver](#) from your counselor.

The screenshot shows the 'Common App Fee Waiver' form. It has a blue header with the title 'Common App Fee Waiver' and a checkmark icon. Below the header, there is a paragraph of text explaining the purpose of the fee waiver. Below the text, there are two radio buttons: 'Yes' and 'No'. Below the radio buttons, there is a 'Clear answer' button. At the bottom right, there is a blue 'Continue' button.