Wall High School

College Application Guide

Class of 2025

Overview of the College Application Guide

Additional Pages of Senior Resources

Demonstrate Interest

Colleges want students to **DEMONSTRATE INTEREST**. Below are ways to show you are truly interested in a college.

<u>Contacting College Admissions Counselors</u>
Students are encouraged to contact College Admissions Counselors/Representatives for our region by email or phone with questions or to simply connect with the college rep. Admissions counselors are individuals who review applications and recommend students for admission. To find the regional Admissions Counselor for a particular college, go to the college's website and in the search bar, type "admissions counselor".

<u>College Tours and Open Houses</u>
Go to college websites to **register** for a tour or open house.

<u>College Representative Visits at WHS</u>
We have college representatives who will be visiting WHS to provide students with a presentation about their college and to answer any questions students may have. These visits take place during unit lunch. Please register in SCOIR for any college visits that you would like to attend. Here is how to register for a WHS college visit:

- ❖ Log in to SCOIR
- ❖ Under the **Me tab**, select **Visits & Deadlines**
- ❖ Browse the list of colleges that are scheduled to visit WHS
- ❖ Click on **Register** for the unit lunch college visits you would like to attend

OR

- ❖ Log in to SCOIR
- ❖ Look for **Register for Office Hours & Visits** on your Home Screen
- ❖ Click on **See All** to browse the list of colleges that are scheduled to visit WHS
- ❖ Click on **Register** for the unit lunch college visits you would like to attend

Important Application Information

You will need to report this information on your college applications:

Class Rank - Exact / Weighted

GPA - 4.0 Scale / Weighted

WHS CEEB Code: 310082

Graduation Date: June 13, 2025

Students in Graduating Class: 228

Course Scheduling System used by WHS - Yearly

Wall High School Information

Address: Wall High School   Telephone: (732) 556-2000
PO Box 1199   Counseling Office Telephone: (732) 556-2000 x2700
1630 18th Avenue   Counseling Office Fax: (732) 556-2109
Wall, NJ 07719

Director of School Counseling
    Mrs. Kathryn Misa………(732) 556-2056…...kmisa@wallpublicschools.org

Grades 10-12 School Counselors
    Mr. Chris Barnes…………(732) 556-2057…...cbarnes@wallpublicschools.org
    Ms. Judith Gilberti………(732) 556-2058…...jgilberti@wallpublicschools.org
    Mrs. Dana Griggs…………(732) 556-2087…...dgriggs@wallpublicschools.org
    Mr. Frank Janks……………(732) 556-2159…….fjanks@wallpublicschools.org
    Mrs. Kathleen Rivera…..(732) 556-2060…….krivera@wallpublicschools.org

Freshman Counselor
    Mr. Anthony Tarantin….(732) 556-2059……..atarantin@wallpublicschools.org

Support Staff
    Mrs. Tara Glendinning ……..(732) 556-2063…..tglendinning@wallpublicschools.org
    Mrs. Kelly Landwehrle………..(732) 556-2061…..klandwehrle@wallpublicschools.org

Contents of a College Application Package

- ❖ Application
    - ➢ Students will submit applications via:
        - ■ The Common Application
        - ■ School Specific Application, or
        - ■ SCOIR (See List of Colleges that allows students to apply through SCOIR)

- ❖ Standardized Test Scores - SAT and/or ACT scores
    - ➢ Some colleges require students to submit **official test scores** electronically from College Board and/or ACT accounts.
    - ➢ Some colleges accept **unofficial test scores.** Students self-report on their application. If accepted and the student attends that college, the college *may request* that the student send official scores from College Board and/or ACT accounts (*Student Responsibility*).
    - ➢ Some colleges are **test optional**. Be sure to read test-optional policies carefully.

- ❖ Transcript
    - ➢ If colleges require **official transcripts**, WHS counselors send these documents via SCOIR. If colleges require **unofficial transcripts**, students upload their unofficial transcript (found in Genesis) to their application portal.
    - ➢ Some colleges do not require transcripts. Instead, they require students to complete a **Self-Reported Academic Record (SRAR)**. WHS counselors will submit official final transcripts to colleges via SCOIR at the close of senior year. It is important to accurately report courses and grades on the SRAR. Colleges will review the SRAR and final transcripts for accuracy.

- ❖ Teacher Letter of Recommendation & Counselor Written Evaluation/Recommendation
    - ➢ WHS counselors submit teacher letters of recommendation to colleges via SCOIR.
    - ➢ WHS counselors submit counselor evaluations/recommendations to colleges via SCOIR.
    - ➢ Please DO NOT enter WHS Staff email addresses on Common App in the FERPA and Recommenders section. Follow the instructions outlined in **'September 2024 - 5 Tasks to Complete'** (located at the end of the WHS College Application Guide).

- ❖ School Profile
    - ➢ WHS counselors submit the Wall High School Profile to colleges via SCOIR.

DO YOUR RESEARCH and GET ORGANIZED! Visit each college's website to get the most accurate information. It is your responsibility to know the deadlines and required credentials for each college.

Transcripts

1. **Initial Transcript**
   - Initial transcript includes final grades in all classes taken freshman, sophomore, and junior year. Cumulative GPA and Class Rank are reported on the top, right corner of the student transcript.
   - In addition, senior-year courses are listed on student transcripts.
   - All seniors can view their Unofficial Transcript in Genesis. It is recommended that students and parents **CAREFULLY REVIEW** it. Contact your school counselor if there are any inaccuracies.

2. **MP 1 Transcript**
   - Once MP 1 ends, MP 1 grades will populate on student transcripts.
   - **GPA and Class Rank will *NOT* be recalculated at this point.**
   - If students have already applied to a college and would like to send an additional transcript with MP 1 grades, students will need to complete a Google form titled "MP 1 Transcript Release Form" that will be available to the senior class at the end of MP 1.

3. **Semester 1 Transcript**
   - Once Semester 1 ends, Semester 1 grades will populate on student transcripts.
   - **GPA and Class Rank will be recalculated at this point.**
   - If a college requires a Mid-Year Report/Transcript, students will need to complete a Google form titled "Semester 1 Transcript Release Form" that will be available to the senior class at the end of Semester 1.

4. **Final Transcript**
   - Once seniors have updated SCOIR with the college they are attending, the WHS Counseling Department will send Final Transcripts to those colleges at the close of senior year. GPA will be recalculated and reported on the Final Transcript but Class Rank will not change.

★IMPORTANT ITEMS to NOTE★:

- If any changes are made to a senior year schedule/transcript after a student has applied to a college, it is the **student's responsibility** to contact the college immediately and make them aware of the change. This can affect admissions decisions.

- Withdraw Pass (WP)/Withdraw Fail (WF)
   - If a student chooses to drop a class after September 13th, a WP or WF will appear on the student's transcript next to the course. Students are expected to notify colleges of changes to their senior-year programs. This can affect admissions decisions.

- SAT and ACT scores are **not** reported on transcripts. If required, students are responsible for sending official standardized test scores to colleges directly from CollegeBoard or ACT.

The College Application Process - 7 Steps

1. **Complete the FERPA/Release Authorization & Waiver Form.**
   - Both SCOIR and Common App require seniors to complete the FERPA/Release Authorization & Waiver Form.
   - The "Release" section gives the guidance department permission to release a student's transcript/supporting documents to colleges and scholarships upon request.
   - In the "Waiving Rights" section, students need to indicate whether they waive their right to access letters of recommendation. Waiving rights reassures colleges that recommenders have provided candid and truthful information. While students are free to respond as they wish, if they choose not to waive their rights, some recommenders may decline their request and some colleges may disregard letters. Furthermore, if students do not waive their rights, they are not allowed to view their recommendation letters until after they have been admitted and enrolled in a college.
   - ***Seniors must complete the <u>SCOIR FERPA Waiver</u> for documents to be released to colleges***.

     ### <u>Instructions to complete FERPA Waiver on SCOIR:</u>
       1. Log in to SCOIR
       2. Click on the "Me" Tab then "View Profile"
       3. On the right side, under Account, find FERPA.
       4. Review and Sign the Release Authorization
       5. Review and Sign Waiver of Rights

2. **Request Letters of Recommendation**
   ### *<u>Teachers</u>*
   - Each college determines if they require Teacher Letters of Recommendation, and if so, how many. We recommend students ask at least 2 teachers.
   - It is the student's responsibility to ask teachers for letters of recommendation. This may be done as early as the spring of junior year, but at least ***4 weeks*** before a college application deadline. **It is the student's responsibility to talk to teachers, as well as confirm and communicate application deadlines. Students' initial request should always be made in person before a formal request is submitted through SCOIR.**
   - After students have communicated with teachers in person, they must send their teacher/teachers a request through SCOIR. This step is essential because it allows teachers to upload letters of recommendation to the student's SCOIR account. Please note, students will never have access to view these letters. Only counselors can view and send letters of recommendation using SCOIR.

     ### <u>Instructions to request Letters of Recommendation on SCOIR:</u>
       1. Log in to SCOIR
       2. Select the **My Colleges** tab
       3. Upper right corner, select **Application Documents**
       4. Find **Letters of Recommendation**
       5. Select **New Request**

6. Type in the teacher's name & brief thank you message
7. Select **Submit**

- <u>**NOTE:**</u> Students will indicate which teacher letter/letters they want to be sent to each college on the WHS Senior College Application Form.

- **Common App Recommendation Section -** After completing the required FERPA authorization release in Common App, you will see the section, **'*Invite and Manage Recommenders*'**. Students will list WHS teachers and counselors in this section but **WILL NOT** enter staff email addresses. When completing this section, refer to the **'September 2024 - 5 Tasks to Complete'**, located at the end of this guide. WHS uses SCOIR and school counselors will send letters of recommendation via SCOIR. Students can invite **'Other Recommenders'** (people outside of WHS like travel team coaches, employers, clergy, etc..) to this section of Common App. Email addresses for 'Other Recommenders' should be added here. This is the only time students will enter recommender email addresses in Common App.

  *Counselors
- Some colleges require a Counselor's Written Evaluation/Recommendation Letter. If so, your counselor will send it via SCOIR.
- For counselors to complete a written evaluation, students must submit their **Resume**, **Student Brag Sheet, and Parent Brag Sheet**. This was due May 1, 2024.

3. **Complete the Essay - The college essay is the first senior English writing assignment of MP 1.**
   - Most colleges require at least one essay as part of the application process. Follow the guidelines established for topic and length. Check spelling, grammar, and punctuation.
   - Many colleges require supplemental essays too. Be sure to answer all writing requirements in each application, follow guidelines, and <u>**use your own voice**</u>.

4. **Applications - A Work in Progress...**
   - Applications are **the most important documents in the process.** Work on one application at a time and save your work. Carefully review applications before hitting the submit button! Avoid submitting applications late at night.
   - The application should be the first document submitted to the college and must be on time! The college needs to start an electronic file before it can add supporting documents (transcripts, recommendations). If students wait until the deadline day to apply, supporting documents can't possibly be logged in as "on time".
   - The WHS Counseling Staff requires students to submit college applications at least <u>**10 school days before**</u> the application deadline. This allows the staff to get your supporting documents to the college on time.
   - Parents are encouraged to review their child's applications for accuracy before submission.
   - Three Types of Applications:
     - The Common Application (www.commonapp.org)

- College Website or School Specific Application (application found on college's website)
- SCOIR - some colleges allow you to apply right from your SCOIR account.

Note: Some colleges give students the option to apply using more than one type of application. Please know that **there is no advantage to using one application over another**. Use what is most convenient for you.

- [Common App Ready](#) is an online resource consisting of tips and best practices designed to help students complete applications on the Common App website, successfully and on time.
- The SRAR, Self Reported Academic Record, is required as part of the application process for some universities. Google [SRAR](#) for a complete list of schools that require students to complete the SRAR instead of submitting an official transcript.
- Special Talents (art, music, theater)
  - Separate applications could be required
  - Different deadlines might apply
  - A portfolio, digital portfolio, audition, or audio recording may be required
- Brookdale Applicants
  - If Brookdale is a student's first choice, then let the school counseling staff know! We have specific online application instructions to share, and we will help you with the application in January/February.
  - Visit Brookdale's website for information - https://www.brookdalecc.edu/
  - Dual Enrollment Students at Brookdale who would like to attend Brookdale after graduation do NOT need to complete the online application. These students will receive a *Brookdale Change of Program* form to complete from Brookdale.

5. **Send official SAT and/or ACT Scores electronically to colleges *(if required)***
   - Some colleges require students to submit **official test scores** electronically from [College Board](#) and/or [ACT](#) accounts.
   - Some colleges accept **unofficial test scores** when applying. Students self-report on the application or the SRAR. Then, if accepted and the student decides to attend that college, the student will need to send scores officially from [College Board](#) and/or [ACT](#) accounts.
   - Some colleges are **test optional**. Be sure to read test-optional policies carefully. Additional essays may be required.
   - **Note: It may take 3-4 weeks for "official" scores to get to colleges. Plan accordingly.**

6. **Update SCOIR**
   - As students go through the college application process, they should continuously update SCOIR to keep track of their progress. This also helps school counselors keep track of students' progress. When students have finalized their college list, they need to log in to SCOIR, select the My Colleges tab, and MOVE colleges "**Following**" to "**Applying**". This helps students keep track of their applications and deadlines. Then, after students have submitted college applications, they should MOVE colleges "**Applying**" to the "**Applied**" category in SCOIR. This alerts counselors that students will be coming to see them with their WHS College Application Form.

- When students update SCOIR in the My Colleges tab, students will be asked to select their **Application Method**: SCOIR, Common App, College Website, or Other. Then they must select the First **Year Deadline**: Regular Decision, Early Action, etc. They will also be asked for their Application ID and if they are reporting SAT/ACT scores.
- SCOIR provides a checklist for each college to help students manage their application responsibilities. Students are encouraged to complete each checklist.

7. **Submit the WHS Senior College Application Form to your assigned school counselor.**
   - **This is the most important step in communicating with WHS Counseling Staff!**
   - This form needs to be completed for each college.
   - **Students apply to college and THEN submit this form to their school counselor.**
   - Students must submit this form to their school counselor for each college **10 school days** before the application deadline. This ensures counselors have enough time to submit students' supporting documents to colleges.

***Please note that electronic applications and supporting documents (transcripts and recommendations) will usually be uploaded to a college's server within 24 hours. The colleges need an **additional 3-5 days** to sort and match supporting documents. Don't be alarmed if the college sends an email stating required documents are missing. Most times those emails are automatically generated when an application is entered in the database.

Student Responsibilities/Counselor Responsibilities

Student Responsibilities

- Complete the FERPA (on SCOIR and Common App) and the Student Contract.
- Submit college applications via Common App, School Specific App, or SCOIR, 10 school days before the application deadline.
- Send official SAT/ACT scores to each college - *if required.*
- Upload unofficial transcripts to college applications - *if required.*
- Complete Self Reported Academic Record (SRAR) - *if required.*
- Update SCOIR account after student has applied to each college.
- Complete/submit the WHS Application Form after the student has applied to college. This must be done 10 school days before the application deadline. Students must complete a form for each college applied to and see counselors the next school day.
- Write thank you cards, in a timely fashion, to all staff members who wrote letters of recommendation on the student's behalf.
- Any schedule changes made after a student has applied to a college, it is the **student's responsibility** to contact the college immediately and make them aware of the change. This can affect admissions decisions.

Counselor Responsibilities

- Provide a WHS College Application Lesson to all seniors during English class in September 2024. Make-up lessons are provided during unit lunch at the request of the student.
- Meet with students after they have applied to college (collect and review the WHS College Application Form).
- During senior meetings, discuss any student responsibilities that still need attention.
- Submit official WHS transcripts after students have applied - *if required.*
- Submit MP 1, Midyear, and Final official transcripts to colleges when requested.
- Submit teacher letters of recommendation after students have applied - *if required.*
- Submit counselor letters of recommendation after students have applied - *if required.*
- Submit WHS Profile after students have applied - *if required - colleges have automatic access to this via the WHS website.*

Applications Have Been Submitted... Now What?

- Pay attention to email and college portals set up in the application process. Students need to make their school counselors aware if they receive any notifications about supporting documents missing from their applications.
- If students need their MP 1 Transcript or Semester 1 Transcript sent to any colleges, they must complete a Google form that will be available to seniors at the end of MP 1 and the end of Semester 1.
- **Please keep SCOIR updated with college admissions decisions.** As students hear back from each college, they should indicate the admissions decision in SCOIR- accepted, denied, deferred, or waitlist. In the **My Colleges** tab, click on the college you applied to and **"Edit Outcome"**.
- **May 1** is the universal application reply date. If accepting an offer of admission, students must do so by May 1st to ensure a place in the freshman class. Once a student has accepted an offer of admission, the student should acknowledge and decline all other offers. **If a student has applied and been accepted during the Early Decision period, he/she should decline any other offers and withdraw any applications even if admission decisions are still pending.**
- Once students accept an offer of admission, they must update SCOIR with the college they will be attending. In the beginning of May, when they log in to SCOIR, they will be prompted to update SCOIR with this important information. This is the only way to ensure the school counseling staff knows where to send final transcripts after graduation.

Final Notes

- Students should utilize the **Quick Reference Guide** when applying to colleges.
- Counselors will meet with students individually over the next few weeks to see where they are in this process.
- Students need to touch base with their teachers regarding letters of recommendation.
- Applications and essays take a great deal of time. Plan accordingly.
- It is so important to go to individual college websites to make sure students have the most up-to-date information regarding application requirements and deadlines.
- Students must submit the WHS Senior College Application Form for each college to their school counselor **10 school days** before the application deadline.

Visit https://www.wallpublicschools.org/Domain/284
to view important information on the WHS Counseling Website.
The key is consistent communication between student and counselor.

Wall High School   Color **College Application Form**

This form must be submitted to your school counselor for _each_ college 10 school days prior to the application deadline.

Student's Name: _____

College Name: _____

Which college(s) and/or major(s) you applied under:
(ex: College of Arts & Sciences: Psychology)

_____

_____

My SCOIR account has been updated:

☐ YES   ☐ NO

Application Type:

☐ Common App

☐ School Specific Application

☐ SCOIR Application

I applied:

☐ Regular Decision

☐ Early Decision (binding)

☐ Early Action (non-binding)

☐ Rolling

☐ Other: _____

** FOR OFFICE USE ONLY **

Date Received: _____

Transcript & Materials Sent on: _____

☐ via SCOIR

☐ Other _____

Counselor's Name: _____

Application Due Date: _____

Date I applied: _____

If your college application is due:	This form is due to your counselor by:
October 15, 2024	October 1, 2024
November 1, 2024	October 18, 2024
November 15, 2024	October 30, 2024
December 1, 2024	November 14, 2024
December 15, 2024	December 2, 2024
January 1, 2025	December 9, 2024
January 15, 2025	January 2, 2025

Place a check next to supporting documents needed

☐ Official Transcript or ☐ SRAR

☐ SAT/SAT Scores (sent by student)

☐ Counselor letter of recommendation

☐ Teacher letter(s) of recommendation
   If required, please list the names of the teachers in order of which you would like them sent:

1. _____

2. _____

3. _____

COLLEGE APPLICATION FORMS ARE DUE 10 SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE!

IF YOUR COLLEGE APPLICATION IS DUE:	THIS FORM IS DUE TO YOUR COUNSELOR BY:
October 15, 2024	October 1, 2024
November 1, 2024	October 18, 2024
November 15, 2024	October 30, 2024
December 1, 2024	November 14, 2024
December 15, 2024	December 2, 2024
January 1, 2025	December 9, 2024
January 15, 2025	January 2, 2025

College Application Process
Quick Reference Guide

Junior Year

☐ Submit Resume to your school counselor

☐ Submit Student Brag Sheet to your school counselor

☐ Submit Parent Brag Sheet to your school counselor

☐ Verbally speak to teachers about writing a letter of recommendation

---

Senior Year *by September 30th*...

☐ Communicate with your teacher recommenders about your 1st application deadline (must be at least 4 weeks before your first deadline)

☐ Review your unofficial transcript in Genesis for accuracy

☐ In **SCOIR**, invite your teacher recommenders to upload letters of recommendation

☐ If using Common App (CA), in the section '*Invite and Manage Recommenders*', Invite WHS teachers and counselors to be a recommender **BUT DO NOT** enter their email addresses. Your counselor will send WHS staff letters of recommendation via SCOIR.

☐ Complete the Senior Student Contract Google Form by September 30th.

Ongoing

☐ Work on your applications

    Pay attention to supplemental requirements for each college

For each college:

☐ Send official SAT/ACT scores if required via CollegeBoard/ACT

☐ Submit your college application

☐ Update SCOIR accordingly- Move colleges "Following" to "Applying". Then, Move colleges "Applying" to "Applied" after you have applied. This alerts your counselor to the following:

    ○ The application was submitted

    ○ The application you used: Common App or Directly to Institution

    ○ Application type: ED, EA, RD, etc.

☐ Submit the WHS Senior College Application Form to your school counselor

    *** <u>**10 School Days**</u>*** before the application deadline.

WHS College Application Process
September 2024 - 5 Tasks to Complete

Have you reviewed your transcript in Genesis?

Task 1: Your updated transcript has been added to Genesis. Open up your Genesis account and check your transcript for accuracy. See your counselor if you have any questions or concerns.

Did you ask 2 teachers to write you a college letter of recommendation?

Task 2: If you have already spoken to 2 teachers (face-to-face conversations), and they have agreed to write you a letter of recommendation, then you may officially request them in SCOIR.

- Log in to **SCOIR**
- Select the **My Colleges** tab
- Upper right corner, select **Application Documents**
- Find **Letters of Recommendation**
- Select **New Request**
- Type in the teacher's name & brief thank you message
- Select **Submit**

Did you create a Common App account?

Task 3: If you have created a CA account, then you must complete the **Education section** and <u>add at least one school to your application</u> to complete the required **FERPA** authorization release in Common App.

- Log in to your **CA** account
- Select **Common App** (middle tab)
- Complete your **Profile**
- Complete **Education** section

Once you complete the Education section, you can complete the **Recommenders and FERPA**

- Go to the **My Colleges** tab
- Select a college and click on **Recommenders and FERPA** (this step is done once and will apply to all of your colleges)
- Click **Complete Release Authorization**
- Confirm that you have read the instructions
- Confirm that you give your school permission to release your records
- We recommend that you waive your right to review all recommendations and supporting documents
- Check the box that your waiver selection pertains to all colleges
- Type in your name and the date

- Select **Save and Close**

Please note that you complete the **FERPA** waiver once. You cannot change your answers after you submit them.

You requested your teacher recommenders in SCOIR, but what about Common App?

Task 4: You will need to add recommenders to your Common Application. You will **'Assign'** your counselor and teachers...However, **PLEASE DO NOT** enter their email addresses.

- Go to the **My Colleges** tab
- Select a college and click on **Recommenders and FERPA**
- Scroll down until you see the **'Counselor'**, **'Teachers'** or **'Other Recommender'** section
- Click on **'Invite Counselor'**
- **DO NOT** enter your counselor's email address - Just enter his/her name and select **'Invite'**
- Next, choose **'Invite Teacher'**
- **DO NOT** enter your teacher's email address - Just enter his/her name
- You will be asked if you want your teacher to complete an evaluation - **Select NO** - Then click **'ADD'**
- Next, click on the drop-down bar and select the teacher's name you just entered - Then select **'Assign'**
- If you have someone outside of WHS who is writing you a letter of recommendation, complete the **'Other Recommender'** section - Here, you must enter the recommender's email address and full name - **It is the only time you will enter an email address for a recommender**
- You will need to repeat these steps for each college you are applying to

Did you update SCOIR?

Task 5: SCOIR needs to be updated, especially your **'My Colleges'** tab. List what colleges you will be **'Applying'** to this fall. Make sure you move those colleges to the **'Applied'** column after you have applied.

***Continue to work on your **Common Application** throughout the fall. Pay careful attention to application deadlines and submit your applications **10 days** before the deadline. All **WHS College Application Forms** are due to school counselors 10 days before the application deadline.