



## 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 add at least one school to your application 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.

