

*Wall High School*

# College Application Guide

*Class of 2024*



*Updated September 2023*

## **Overview of the College Application Guide**

- ❖ **Demonstrated Interest**
- ❖ **Important Application Information**
- ❖ **Contents of a College Application Package**
- ❖ **Transcripts**
- ❖ **The College Application Process - 7 Steps**
- ❖ **Applications Have Been Submitted...Now What?**
- ❖ **Student Responsibilities - Counselor Responsibilities**
- ❖ **Student/School Counselor Communication Regarding Applications.**
- ❖ **Student Checklist**

## Demonstrated Interest

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

### Contacting College Admissions Counselors

Students are encouraged to contact College Admissions Counselors/Representatives for NJ 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 NJ Admissions Counselor for a particular college, go to the college's website and in the search bar, type "admissions counselor".

### College Tours and Open Houses

Go to college websites to **register** for a tour or open house.

### College Representative Visits at WHS

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

**OR**

- ❖ Log into 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 14, 2024**

**Students in Graduating Class: 218**

**Course Scheduling System used by WHS - Yearly**

### Wall High School Information

Address: Wall High School  
PO Box 1199  
1630 18th Avenue  
Wall, NJ 07719

Telephone: (732) 556-2000  
Counseling Office Telephone: (732) 556-2000 x2700  
Counseling Office Fax: (732) 556-2109

### 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

Mrs. Jen Sczerbowicz.....(732) 556-2062.....jsczerbowicz@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 written evaluation/recommendation to colleges via SCOIR.

### ❖ 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 15th, 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 Wall High School FERPA/Release Authorization & Waiver Form.

- Each student must complete this using WHS's [FERPA Google Form](#). Most students completed this during their Junior Parent Meeting.
- In addition, both SCOIR and Common App require seniors to complete the FERPA/Release Authorization & Waiver Form again when using their platforms.
- 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.

### 2. Request Letters of Recommendation

#### **\*Teachers**

- 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 spring of junior year, but at least **4 weeks** prior to 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.

#### **Instructions:**

1. Log into SCOIR
  2. Click on My Colleges tab
  3. In the upper right corner, find Application Documents and click on it
  4. Then click on Request a Recommendation
  5. Type in the teacher's name
  6. Type in a brief message/thank you
  7. Click Send
- **NOTE:** Students will indicate which teacher letter/letters they want 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 a section titled “*Invite and Manage Recommenders*”. **DO NOT** list WHS teachers or counselors in this section - leave it blank. We use SCOIR and school counselors will send letters of recommendation via SCOIR. You may invite “Other Recommenders” (people outside of WHS like travel team coach, employer, clergy, etc..) in this section of Common App.

**\*Counselors**

- Some colleges require a Counselor Written Evaluation/Recommendation Letter. If so, your counselor will send it via SCOIR.
- In order for counselors to complete a written evaluation, students must submit the **Student Brag Sheet and Parent Brag Sheet**. This was due May 1, 2023.

**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 use your own voice.

**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 submit an application, then supporting documents can’t possibly be logged in as “on time”.
- The WHS Counseling Staff requires students to submit college applications at least **10 school days prior** to 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](http://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
  - 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 login to SCOIR, select the My Colleges tab, MOVE colleges "**Following**" to "**Applying**". This helps students keep track of their applications and deadlines. Then, after students have actually 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 step is the most important step in communicating with WHS Counseling Staff!**
  - This [form](#) needs to be completed for each college.

<b>WALL HIGH SCHOOL</b>																															
<h2 style="margin: 0;">Senior College Application Form</h2> <p style="margin: 0; font-weight: bold;">This form must be submitted to your school counselor for <u>each</u> college.</p>																															
<p style="text-align: center;"><b>SUPPORTING DOCUMENTS</b> (transcripts, letters of recommendation, SAT/ACT scores)</p> <p>Most colleges require the application <u>AND</u> the supporting documents by the application deadline. As a result, <b>students must apply to the college and submit this form <u>**10 SCHOOL DAYS**</u> prior to the application deadline.</b></p> <p><i><u>NOTE:</u> The Counseling Office does <b>NOT</b> send SAT/ACT scores. That is the student's responsibility.</i></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">If your College Application is due:</th> <th style="padding: 5px;">Then this form is due to your Counselor by:</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">October 15, 2023</td><td style="padding: 5px;">October 2, 2023</td></tr> <tr><td style="padding: 5px;">November 1, 2023</td><td style="padding: 5px;">October 18, 2023</td></tr> <tr><td style="padding: 5px;">November 15, 2023</td><td style="padding: 5px;">October 30, 2023</td></tr> <tr><td style="padding: 5px;">December 1, 2023</td><td style="padding: 5px;">November 15, 2023</td></tr> <tr><td style="padding: 5px;">December 15, 2023</td><td style="padding: 5px;">December 1, 2023</td></tr> <tr><td style="padding: 5px;">January 1, 2024</td><td style="padding: 5px;">December 11, 2023</td></tr> <tr><td style="padding: 5px;">January 15, 2024</td><td style="padding: 5px;">December 22, 2023</td></tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; font-weight: bold;">** FOR OFFICE USE ONLY **</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Received by: _____</td> <td style="width: 50%;">Date:    /    /</td> </tr> <tr> <td><input type="checkbox"/> 1st App/10 School Days</td> <td>Date:    /    /</td> </tr> <tr> <td><input type="checkbox"/> READY/Prior Docs Sent</td> <td>Date:    /    /</td> </tr> <tr> <td colspan="2" style="text-align: center; font-weight: bold;">TRANSCRIPT &amp; MATERIALS SENT</td> </tr> <tr> <td><input type="checkbox"/> Via SCOIR</td> <td>Date:    /    /</td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td>Date:    /    /</td> </tr> <tr> <td colspan="2" style="height: 40px; vertical-align: top;"> <b>Notes:</b> _____            _____            _____         </td> </tr> </table> </div>	If your College Application is due:	Then this form is due to your Counselor by:	October 15, 2023	October 2, 2023	November 1, 2023	October 18, 2023	November 15, 2023	October 30, 2023	December 1, 2023	November 15, 2023	December 15, 2023	December 1, 2023	January 1, 2024	December 11, 2023	January 15, 2024	December 22, 2023	Received by: _____	Date:    /    /	<input type="checkbox"/> 1st App/10 School Days	Date:    /    /	<input type="checkbox"/> READY/Prior Docs Sent	Date:    /    /	TRANSCRIPT & MATERIALS SENT		<input type="checkbox"/> Via SCOIR	Date:    /    /	<input type="checkbox"/> Other: _____	Date:    /    /	<b>Notes:</b> _____ _____ _____		<p>Student Name: _____</p> <p>Counselor Name: _____</p> <p>College Name: _____</p> <p>Indicate below which college(s) or major(s) you applied under (ex: College of Arts &amp; Sciences)</p> <p>_____</p> <p>_____</p> <p>Application Due Date _____</p> <p>Date I applied _____</p> <p>My SCOIR Account has been updated:  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Application Type:</b></p> <p><input type="checkbox"/> Common Application</p> <p><input type="checkbox"/> School Specific Application</p> <p><input type="checkbox"/> SCOIR Application</p> <p><b>I have applied:</b></p> <p><input type="checkbox"/> Regular Decision</p> <p><input type="checkbox"/> Early Decision (binding)</p> <p><input type="checkbox"/> Early Action (non-binding)</p> <p><input type="checkbox"/> Rolling</p> <p><input type="checkbox"/> Other _____</p> <div style="border: 2px dashed red; padding: 10px; margin-top: 10px;"> <p><b>STUDENTS: Place a check next to supporting documents needed:</b></p> <p><input type="checkbox"/> Official Transcript <b>OR</b> <input type="checkbox"/> SRAR</p> <p><input type="checkbox"/> SAT/ACT Scores (sent by student)</p> <p><input type="checkbox"/> <b>Counselor</b> letter of recommendation</p> <p><input type="checkbox"/> <b>Teacher</b> letter(s) of recommendation</p> <p style="font-size: small;">If required, please list the names of the teachers in order of which you would like them sent:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> </div>
If your College Application is due:	Then this form is due to your Counselor by:																														
October 15, 2023	October 2, 2023																														
November 1, 2023	October 18, 2023																														
November 15, 2023	October 30, 2023																														
December 1, 2023	November 15, 2023																														
December 15, 2023	December 1, 2023																														
January 1, 2024	December 11, 2023																														
January 15, 2024	December 22, 2023																														
Received by: _____	Date:    /    /																														
<input type="checkbox"/> 1st App/10 School Days	Date:    /    /																														
<input type="checkbox"/> READY/Prior Docs Sent	Date:    /    /																														
TRANSCRIPT & MATERIALS SENT																															
<input type="checkbox"/> Via SCOIR	Date:    /    /																														
<input type="checkbox"/> Other: _____	Date:    /    /																														
<b>Notes:</b> _____ _____ _____																															

- **Students apply to college THEN submit this form to their school counselor.**
- This form alerts the student's counselor that he/she has applied to college and needs the counselor to send supporting documents to the college.
- Students must submit this form to their school counselor for each college **10 school days** prior to the application deadline. Please refer to the chart for WHS deadlines.

<b>SENIOR COLLEGE APPLICATION FORMS ARE DUE <u>**10 SCHOOL DAYS**</u> prior to the date you need your supporting documents delivered to the college.</b>	
<b>If your College Application is due:</b>	<b>Then this form is due to your Counselor by:</b>
October 15, 2023	October 2, 2023
November 1, 2023	October 18, 2023
November 15, 2023	October 30, 2023
December 1, 2023	November 15, 2023
December 15, 2023	December 1, 2023
January 1, 2024	December 11, 2023

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 surprised if the college sends an email that states required documents are missing, as most times those emails are automatically generated when an application is entered in the database.

## Student Responsibilities/Counselor Responsibilities

### Student Responsibilities

- Complete the FERPA: WHS, SCOIR, and Common App
- Submit college applications via Common App, School Specific App, or SCOIR
- Send official SAT/ACT test scores to each college - ***if required***
- Upload unofficial transcripts to college application - ***if required***
- Complete Self Reported Academic Record (SRAR) - ***if required***
- Update SCOIR account after student has applied to each college
- Complete WHS Application Form after student has applied to college (student must complete a form for each college applied to and see his/her counselor the next school day with the completed WHS Application Form)
- Write thank you cards, in a timely fashion, to all staff members who wrote letters of recommendation on student's behalf
- 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

### Counselor Responsibilities

- Provide a WHS College Application Lesson to all seniors during English class in the month of September, 2023. 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 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 wait- list. 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 you log in to SCOIR, you 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 Student Checklist.
- 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 you 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** prior to 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.***