SCOIR (pronounced "score") student directions 2022-2023

You can access SCOIR through your student NC EdCloud start-up screen you do not need a special password for access. Please click on the "Clever" icon.

- On your main dashboard, you have 3 options:
    - College Search
    - My Colleges
    - My Profile

- **College Search:**
    - This feature will allow you to enter specific criteria you are looking for in your post-secondary college or university. Criteria includes items such as academic focus, personal activities, campus setting, etc. The more criteria you enter, the more specific your list becomes.
    - Once your list is created, you can click on the "view comparison" button at the top right-hand side of the individual college. Once you have selected up to a max of 4 schools, click on the side bar and then view college comparison to see the info for each school listed side-by-side.
    - If you would like to add a school to your list of colleges, there is a "My Colleges" bookmark button on the top right-hand corner of each school listed. Click on that icon to have the school moved to your colleges list. It will turn blue once it is bookmarked.

- **My Colleges:**
    - Bookmarked schools will then appear in the "following" category on your my colleges page. If you decide you would like to apply to one of the schools listed, drag the school over to the "applying" category. A screen will pop up asking you:
        1. Application deadline
        2. The method of applying (common app, coalition, etc.).
            - Please be sure to enter your ID number where requested if you are applying via Common App, Coalition, etc. in the appropriate box.
    - Be sure to hit save.
    - The school will now show up in your applying column. **This is what triggers your transcript request so please be sure to give us 20 business days (from the deadline for which you are applying) for all requests requiring a counselor letter of recommendation and 10 business days for all others.**
    - Once you have applied, drag the college/university over to the "applied" category.
        - It will ask you to confirm the information you entered when you moved the school to your "applying" column. Make any necessary updates to the information you entered (if applicable).
    - Update Admission Decisions: Once the school is in your "applied" column, you can click on the school and update your application status (accepted, deferred, waitlisted or denied).
    - Final Transcript: Once you decide where you will attend you can drag the school up to the top of your "applied" column to the "where are you enrolling" box OR click on the school and click on the "mark as enrolling" green rectangle.

- Letters of recommendation:
    - On the "My colleges" tab, click on the "application documents" at the top right-hand side.
    - Click on "Request a recommendation".
    - Begin typing the staff member's name and select from the drop-down list.
    - Enter the subject and message. This should not be the first time the teacher/counselor is aware of your request. Be sure to ask them ahead of time prior to sending the email. If you are asking for a counselor letter of recommendation, you MUST enter their name in this section as well, just as you did for teacher

letters. Please DO NOT enter teachers OR counselors into Common Application, etc. Documents will ONLY be sent through SCOIR.

- All recommendation letters must be requested 20 business days prior to your first application deadline.
- Click send.
- You must complete the senior brag sheet if you are requesting a letter of recommendation. You can find this under "surveys" on the right-hand side of your homepage.
- The next time you click on "application documents" you will see a recommendation status box. You can check this for updates.

- Fee Waivers:
  - If you think you would qualify for a fee waiver, click the "fee waiver request". You will need to provide documentation to support your request.

- College Information/ Stats/ Application Info:
  - General Info: You can click on a college in your list to see their average accepted test scores, acceptance rate and student enrollment (undergrad) and other general information.
    - To see additional information, click on the "view college details" link located at the top right-hand corner.
  - Scattergrams: You can also click on the "scattergram" to view the average accepted GPA/test scores for the lower 25%, middle 50% and upper 25%. This information is based upon previous CHS graduates.
  - "My College Checklist": lists items that you, as the applicant, need to work on (application, recommendations, etc). Some items listed may be optional, but it is a good way to double-check that you have completed items on your application to-do list and check items off as you complete them.
  - Application Document Status: You can check to see which documents have been completed and sent.
  - Activity: lists actions taken for this particular college/university.

- **My Profile:**
  - This tab displays:
    - Your personal information
    - Test scores & GPA
    - Activities and achievement
    - College preferences
    - Career profile
    - Allows you to upload your resume

- Counselor/Teacher notifications:
  - If your teacher or counselor emails you, you will have a notice at the "bell" icon at the top right-hand side of your screen.

- Communication:
  - You can email staff by clicking on the "chat" icon located at the top right-hand side of your homepage.

- Final Transcript:
  - Once you decide where you will attend you can drag the school up to the top of your "applied" column to the "where are you enrolling" box OR click on the school and click on the "mark as enrolling" green rectangle.