



# SEVEN OAKS

## Classical School

### POST GRADUATION COUNSELING OFFICE

#### College Application Procedures

##### Step 1: Make your College List in Scoir

- The “Following” list is for colleges you are interested in.
- Once you have decided where you want to apply and have begun the application process, please move a school to “Applying”.
  - This will trigger Scoir to send an email to Miss Holland. Once Miss Holland receives this email she will begin compiling your transcript and counselor letter.

##### Step 2: Begin Application

- If you are applying to multiple schools, check the [Common App](#) website to see if you can apply to most or all of the schools with one application.
  - If using the Common App, list Miss Holland as the counselor. This will trigger the common application to email me so that I can have access to the counselor evaluation on your application.
- If you are only applying to one school, or if your school is not on the Common App, you will use the school’s website to apply and Miss Holland will send your materials via Scoir once you move the school to “applying”.

##### Step 3: Write Essays

- Some, but not all, colleges will ask you write an essay or short answer questions as part of your application
  - You **MUST** have a teacher proofread your essay before submission. A humanities teacher is your best option because they are most familiar with the standards of high school writing.
  - In order to give ample time for teachers to read and give feedback, you must give at least 2 weeks notice before the deadline.

##### Step 4: Request Letters of Recommendation

- Most, but not all, colleges require at least one letter of recommendation. This **DOES NOT** include the letter that Miss Holland writes as your counselor.
  - Students should ask the teacher in person first before sending the teacher a link to an application.
    - Teachers are not required to honor your request. If the same



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teacher is receiving many requests, he/she may put a limit on the number of letters he/she may write. A teacher may also decline your request if he/she does not recommend a student.

- In order to give ample time for teachers to write their letter and have it proofread, you must give at least 2 weeks notice before the deadline.

### Step 5: Send your SAT scores

- If required or if you choose to send your scores, you will need to log on to your College Board account to send SAT and AP scores.
  - SAT and AP scores must be sent by the student. Miss Holland or any other representative of Seven Oaks are not allowed to send scores.

### Step 6: Submit your application

- Once you have all of the above steps completed, it's time to submit your application!
  - After you click "submit", please move the college to "Applied" in your Scoir list.

### Step 7: Track your application status

- Most colleges will have an online portal that will allow you to track the status of your application. Be patient with the system. Give 3 - 5 days for the system to process documents.
  - If you find that your application appears to be missing materials - transcript, letter of recommendation, etc - please let Miss Holland know. She will check for any submission errors and follow up with teachers.



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### TIPS

- Scoir is your friend! It will help you track your progress on an application, and is the best way to ensure that Miss Holland is on the same page as you. Use it!
- The admissions counselor from the college is your friend. Colleges want students...desperately. Your admissions counselor will help you with questions that are specific to that college and can help negotiate financial aid.
- **Come to the college visit of the college where you are applying!!!** Even if you think you know everything about the college. This is very important. The person taking a first look at your application is very often the person who is visiting Seven Oaks. You can ask questions specific to your needs and can put a face to the name on the application.
- Don't wait! If you know where you want to apply and are not waiting for the first semester of Senior year to raise your GPA, there is no reason to delay. Relieve your emotional burden by starting your application and getting it done. For most colleges, applying by November 1 gives you the most access to scholarships.
- Ask for help! You have the advantage of the Post Graduation Counselor being your homeroom teacher. You have a great deal of access to Miss Holland, even more so than previous graduating classes. Do not struggle silently. No question is too small/dumb, or too big/scary. Check Miss Holland's available hours and become familiar with which times fit in your schedule.