

# SCOIR

# Title I Counseling Checklist

## Freshman Year

### Scoir Activities

- ☐ Guide students to Scoir Registration
- ☐ Assist them in building out Scoir profile (write a personal bio and begin adding sports, activities, or clubs they’re involved in)
- ☐ Encourage students to take the [Find Your College Match Quiz](#)

### High School Planning

- ☐ Work with students to create their 4-year High School Plan (including College Prep class options)
- ☐ Model calculating cumulative GPA
  - ☐ Assign a number\* to each class grade and add them together. Then, divide by the number of classes; this will be the student’s Cumulative GPA.  
\*Number Scale: A=4, B=3, C=2, D=1, F=0.

### College Cost Planning

- ☐ Introduce Cost Of Attendance (COA): Tuition/Room & Board/Fees/Textbooks

[Download the Freshman Checklist](#)

## Sophomore Year

### Scoir Activities

- ☐ Continue encouraging students to build Scoir profile
  - ☐ Inform of importance of keeping an Activities/Achievements list
  - ☐ Encourage students to take the [Find Your College Match Quiz](#)
  - ☐ Add College Preferences & dive into College Discovery
  - ☐ Begin (if not already) to Follow colleges + build My Colleges list

### High School Planning

- ☐ Introduce Standardized Tests: ACT vs SAT

### College Application

- ☐ Differentiate Types of Colleges & Types of Admission
  - ☐ 4 year colleges & universities, community college, technical college
  - ☐ Public vs. Private, For Profit vs. Not-For-Profit
  - ☐ Application Types: Regular Decision, Rolling Decision, Early Action 1 & 2, Early Decision 1 & 2
- ☐ Define ‘First Generation College Student’
- ☐ Inform student athletes of [academic considerations for College Athletics-NCAA/NAIA](#)
- ☐ Warn students how social media can be viewed by College Admissions

### College Cost Planning

- ☐ Introduce Financial Aid Types
  - ☐ Differentiate Types of Financial Aid– Grants, Loans, Scholarships, Work-Study
- ☐ Introduce the Net Price Calculator and how to find it on College Websites

[Download the Sophomore Checklist](#)

Be sure to contrast the difference between Merit and Need scholarships

# SCOIR

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### Junior Year

#### Scoir Activities

- ☐ Guide students in creating Scoir resume (& ensure they update their Activities & Achievements)
  - ☐ Encourage students to take the [Find Your College Match Quiz](#)
- ☐ Encourage students to update College Preferences, follow schools, and grow their list
  - ☐ Balance list with Reach/Target/Likely schools
- ☐ Optional:
  - ☐ Guide students to request Letters of Recommendation
  - ☐ Encourage students to upload Initial Essay Draft (for financial need essay) to their MyDrive

#### High School Planning

- ☐ Create your Standardized Test calendar
  - ☐ Include who is eligible for/how to receive a test fee waiver
  - ☐ Introduce the concept of Test-Optional and who should utilize it

#### College Application

- ☐ Introduce importance of College Fairs & College Representatives on your campus
  - ☐ Inform students on how to plan/what to look for while on a campus visit
- ☐ Discuss college “fit” at a deeper level
- ☐ Inform students of Application deadlines for senior year; how to apply; receive application fee waivers; how to request transcripts be sent to colleges

#### College Cost Planning

- ☐ Start students on their scholarship search
- ☐ Conduct an exercise where students tell you what is included in Cost of Attendance (COA) for a college
- ☐ Introduce these financial aid terms— FSA ID/FAFSA/CSS Profile/IDOC
  - ☐ Create a scholarship watch list—include college merit, competitive scholarships, local scholarships, and national competitions
  - ☐ Deep dive differences between College Loans— Student (Subsidized vs. Unsubsidized), Parent PLUS, Private vs. Federally-backed loans
- ☐ Give Financial Aid Award Letter comparisons (with good and bad examples)

Download the Junior Checklist

### Senior Year

#### Scoir Activities

- ☐ Encourage students to update their Scoir accounts (including Activities & Achievements) for senior year
  - ☐ Confirm their Profile is up-to-date so that students’ addresses and other information is accurate
  - ☐ Require students complete the Senior Survey (about their post-grad plans & any other details) in Scoir
  - ☐ Review the steps to power [Scattergrams](#) to learn how to bulk upload test scores

#### College Application

- ☐ Inform students when your goal is for them to have completed College Applications
  - ☐ Include details about when to have Early Decision Contracts signed (if applicable)
- ☐ Explain how to request transcripts
- ☐ Instruct students on how to find the college Graduation Rates
- ☐ Once students are admitted:
  - ☐ Explain that getting admitted to a major is different than being accepted at a college (at some schools)
  - ☐ Walk students through the steps to enrolling at college
  - ☐ Update students’ Post Secondary Outcomes (as soon as the student has an acceptable Financial Aid Award)

#### College Cost Planning

- ☐ Guide students in the following Financial Aid items:
  - ☐ Creating an FSA ID (preferably [as soon as possible](#))
  - ☐ Completing the FAFSA (inform student of the [new changes to the FAFSA](#) & your state deadline)
  - ☐ Requesting their fee waivers (on Scoir or otherwise)
  - ☐ Writing a financial need essay (if required)
- ☐ Explain what to do once students receive their financial aid package
  - ☐ Deciphering Financial Aid Award Letters; Appealing their Award Letter
  - ☐ Encourage students to pay close attention while completing their [Loan Entrance Counseling](#) for federal loans
  - ☐ Explain Loan Repayment
  - ☐ Share questions to ask their Financial Aid officer

Download the Senior Checklist

Students can get free online ACT test review by registering for a fee waiver. Khan Academy also has great, free test review resources.

These are great ways to build relationships with colleges and demonstrate interest!

If in Scoir, students automatically request transcripts by simply finalizing their My College List.