

Juniors and Parents of Juniors:

Mountain Brook High School has two college advisors to assist you with the upcoming college application process:

- **Karen Svetlay** (svetlayk@mtnbrook.k12.al.us) – works with students with last names A-K
- **Whitney Voltz** (voltzw@mtnbrook.k12.al.us) – works with students with last names L-Z

We are here to help you through this exciting time. There are things you can do now that will make next year a little easier. We hope you find the following information helpful.

By the End of Junior Year:

- Students log into Scoir and complete the Junior Activities Form found in the “Surveys” section.
- Parents log into Scoir after your student invites you.
- Complete the **FERPA Release** and **FERPA Waiver** in student’s Scoir account.
- Return the completed Student Brag Sheet and Parent Brag Sheet to the College Advising Office.
- Make an appointment to meet with your college advisor if you have not already.
- Take the ACT and/or SAT.
- Attend a Summer Work Session with the MBHS college advisors (dates TBA).

Scoir

- Scoir is a computer software program we use to send high school materials to colleges. Students are aware of how to access Scoir (ClassLink), and were asked to invite a parent to support their account. If you haven’t received an invite, check with your student as they can add you through their account. Parents can set up their own account or view through their student’s account.
- Once students apply to a college, they should notify our office by using Scoir.
- We will host Summer Work Sessions to help students get started. Please watch your email for dates and information about how to register.

Standardized Testing (ACT/SAT)

- **Some colleges have announced plans to make standardized tests optional for the 2023-2024 admission cycle. Check college websites to learn more about their procedures. Your college advisor can help talk through options regarding test scores.**
- **Please request that standardized test scores be sent to the high school. Our high school code (CEEB code) is #010-380.**
- **ACT and SAT scores are not part of your transcript. Students should send scores directly to colleges and universities through www.act.org or www.collegeboard.com. Score reports can be requested when registering for a test date or, for an additional fee, after the test has been**

taken. Some schools allow students to self-report grades. Check individual college websites for testing requirements. Allow 4-6 weeks for colleges to receive score reports.

College Visits at MBHS

- In the fall, representatives from approximately 85 colleges around the country will visit MBHS. You may find a list of visits through Scoir once appointments have been made. Generally, representatives schedule visits during September, October, or November.
- Students should sign up for a visit through Scoir and get approval from their teacher. This is a great opportunity to learn about schools, ask questions, and show interest.

Counselor Recommendation

- In order for your college advisor to complete your student's counselor recommendation, we need your assistance. **Please complete the [Student Brag Sheet](#) and [Parent Brag Sheet](#) and return to the College Advising Office before the end of junior year.** Share everything you think a college might want to know about you or your student. We will incorporate your comments into the counselor recommendation which will provide greater insight into your student.
- The forms are available [online](#) and/or in the College Advising Office.

Teacher Recommendation(s)

- If needed, recommendations from teachers may be requested early senior year. Allow at least **3 weeks** before applications are due for teachers to write recommendations.
- **When school starts in the fall, students should pick up the yellow Teacher Recommendation Request form from the College Advising Office, have the teacher sign it, and return the form to the College Advising Office.**
- **PLEASE NOTE! ***MBHS does NOT send teacher recommendations through the Common Application.** A student may use Common App as their admission application but should follow the MBHS procedure for letters of recommendation. ALL recommendation letters will be sent manually by the college advisors through Scoir.

Essay

- Essays may be required by **some** colleges/universities for admission. Summer is a great time to begin the application essay.
- Visit www.collegeboard.com or www.princetonreview.com for helpful information regarding college essays. Many students will write an essay in their English class at the beginning of senior year, but it helps to begin the process over the summer.

Deadlines

- **WARNING! Deadlines are closer than they appear.** Each admission application should be submitted to the college and college advisors notified at least **3 weeks before the college's deadline**.

- Students should research applications early to understand the expectations. Most applications are available online by early August.
- Once available, students should complete all required parts of the online application and submit the application. This **does not** include gathering school documents as they will be sent directly from MBHS (official transcript, letters of recommendation, etc.). See 'After You Apply' section.
- Applications should be submitted to the college at least **3 weeks before the college deadline so we have time to complete our portion**. Click [HERE](#) to view the most common deadlines and plan accordingly. **This applies to both in-state and out-of-state colleges.**
- Remember to save usernames and passwords.

After You Apply

- Once students have applied, use Scoir to notify the College Advising Office. Log into **Scoir**. In the "My Colleges" section, click on the college name to which you've just applied. Drag it from "Following" and drop it under "Applied." This will notify our office that you have applied to the college. **This step should be completed at least 3 weeks before the college's deadline.**
- **DO NOT USE THE "APPLYING" COLUMN.**
- Your college advisor will submit your transcript and other required materials (recommendation(s), counselor report, etc.) to the college after receiving notification that your student has applied.
- Should any questions or problems about the application arise, please let us know. We have contacts in the admission offices at most colleges and universities to whom we can turn for assistance.

General Information

- MBHS charges \$5.00 per application to cover technology costs associated with sending transcripts online. Next spring, we will collect your fee total for all transcripts requested. *Note: This fee also includes sending a mid-year report (if required) as well as a final transcript after graduation.
- Please inform us when you have been accepted to a college. Students can update their admission status through Scoir. This information is critical for our records, not to mention how much we enjoy sharing the excitement!
- College admission officers stress the importance of a student's senior year course selection and performance, especially second semester. Some students who have relaxed too much during their senior year and let grades drop have actually had college acceptances rescinded.

Helpful Links

- [Mountain Brook High School – College Advising Page](#)
- [Scoir – Sign In Page](#)

- [Common Application](#)
- [NCAA Eligibility Center for Prospective College Student - Athletes](#)
- [Federal Student Aid Information \(FAFSA\)](#)

Please contact your college advisor or Elizabeth Lowman (lowmane@mtnbrook.k12.al.us) in the College Advising Office with any questions. Mrs. Lowman will be very helpful to you during this time as she will process your applications.

We hope that you will take advantage of the many resources available and the college application process will be a pleasant experience. Good luck and please let us know if we can help.

Karen Svetlay and Whitney Voltz
College Advisors | Mountain Brook High School
3650 Bethune Drive | Mountain Brook, AL 35223
Phone: 205-414-3818 | Fax: 205-414-3846

mbhscollegeadvising@mtnbrook.k12.al.us