

# SchoolLinks: College Application System



# Starting Point: Home Screen

app.schoollinks.com/dashboard/student/to-do-list

HOME Dashboard Student Demo Mode Exit Demo X Switch User Arnold Rickett

HOME SCHOOL ACTIVITIES COLLEGES CAREERS FINANCES PROGRAMS

Here's what's happening on SchoolLinks

To Do List My Team

Schedule a meeting with your school staff in the "My Team" tab.

0 Due within the Next Four Weeks!

No To Dos due within the next four weeks!

2 more To Dos Coming Up This Year

Show Remaining To Dos

What qualities does Vector Marketing typically look for in its candidates?

Vector Marketing Mallory Powell 14

Check out this Volunteer! What Is In the Archive? Dallas, TX | 5-10 mi. Volunteer Match

Check out this Volunteer! Wesley-Rankin Scholars-Weekdays Dallas, TX | 10-25 mi. Volunteer Match

Check out this Scholarship! \$25,000 Kettering University Robotics Scholarship

The "Colleges" tab is where you will start the process!

Here's what's happening on SchooLinks

Schedule a meeting with your school staff in the "My Team" tab:

- School Search
- Favorites and Lists
- SAT/ACT Study Prep
- Final List
- Admission Stats
- College Applications
- Enrollment Decision

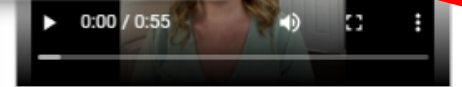
To Do List My Team

0 Due within the Next Four Weeks!  
No To Dos due within the next four weeks!

2 more To Dos Coming Up This Year

Show Remaining To Dos

Select the "College Applications" option.



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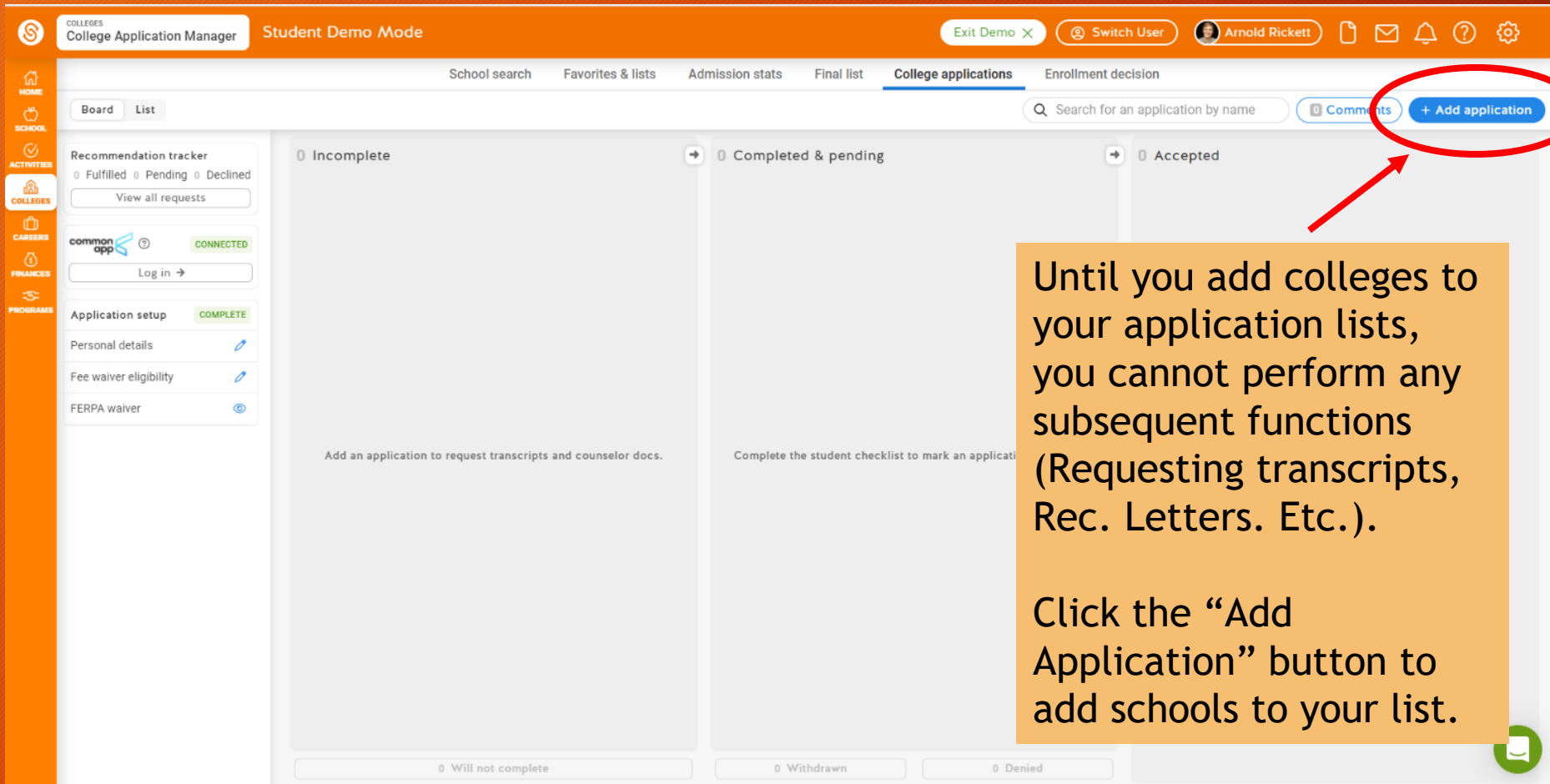
Check out this Volunteer!  
What Is In the Archive?  
Dallas, TX | 5-10 mi.  
Volunteer Match

Check out this Volunteer!  
Wesley-Rankin Scholars-Weekdays  
Dallas, TX | 10-25 mi.  
Volunteer Match

Check out this Scholarship! \$25,000  
Kettering University Robotics Scholarship



# Step One: Adding Colleges to your Application list



The screenshot displays the 'College Application Manager' interface in 'Student Demo Mode'. The user is logged in as 'Arnold Rickett'. The main navigation bar includes 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications', and 'Enrollment decision'. The 'College applications' section is active, showing a search bar and a '+ Add application' button, which is circled in red with an arrow pointing to it. The interface is divided into three columns: 'Incomplete', 'Completed & pending', and 'Accepted'. The 'Incomplete' column contains a message: 'Add an application to request transcripts and counselor docs.' The 'Completed & pending' column contains a message: 'Complete the student checklist to mark an application...'. The 'Accepted' column is currently empty. A sidebar on the left contains navigation icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The bottom of the interface shows a status bar with '0 Will not complete', '0 Withdrawn', and '0 Denied'.

Until you add colleges to your application lists, you cannot perform any subsequent functions (Requesting transcripts, Rec. Letters. Etc.).

Click the “Add Application” button to add schools to your list.

### Add application

Select a college to add:

- The University of Alabama
- University of Alabama at Birmingham
- University of Alabama in Huntsville

Choose application status:

In progress	Completed & pending results	Accepted	Denied	Waitlisted	Deferred	Withdrawn
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Cancel Add application

Type in the Name of the college you are applying to and results will start to display.

Select the desired school / location.

Click "Add Application"



Recommendation tracker  
0 Fulfilled 0 Pending 0 Declined  
View all requests

common app CONNECTED  
Log in →

Application setup COMPLETE

Personal details

Fee waiver eligibility

FERPA waiver

Add an appli

0 Will not complete

0 Withdrawn

0 Denied







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## The University of Alabama >

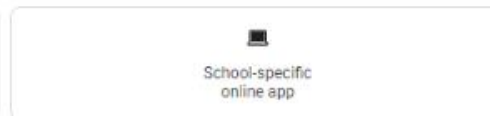
Admissions | Application Info | Financial Aid

Application status: In Progress

Comments

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

### Application Method



### Application Type



Application deadline  
Select month and day

### Doc Destination

This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

### Program Name (Optional)

Fill this in if you're applying to a program that requires a different application.

Program name

Now, an options box appears where you will be asked specific questions about your application.

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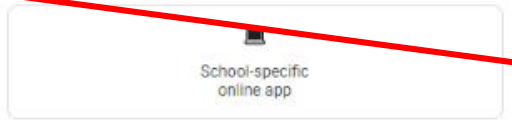
### The University of Alabama >

Admissions | Application Info | Financial Aid

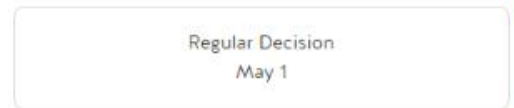
Application status: **In Progress** Comments

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

**Application Method**



#### Application Type



Application deadline  
Select month and day

#### Doc Destination

This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

#### Program Name (Optional)

Fill this in if you're applying to a program that requires a different application.  
Program name

**Application Method:**  
Will you be using a Common App. or the School system? If a school uses more systems they will also appear as options.  
  
(FYI...An advantage to using Common App is that you can use this method for multiple schools.)



- HOME
- SCHOOL
- ACTIVITIES
- COLLEGES
- CAREERS
- FINANCES
- PROGRAMS

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The University of Alabama >

Admissions | Application Info | Financial Aid

Application status: **In Progress** ✎ 💬 Comments

We've added the application method, application type and document destination available for this college. If you can't find the option you're looking for, let us know in the chat.

Application Method

common app | School-specific online app

Application Type

Regular Decision May 1 | Rolling Jul 29

Application deadline Select month and day

Doc Destination This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional) Fill this in if you're applying to a program that requires a different application. Program name

Application Type:

Will you be applying for:

Early Action / Decision

Regular Decision (Most common)

Rolling Decision

*(Remember...Early decision is a legally binding contract!)*





Unless you know that this pertains to your application, most people won't use this option.

In most cases a student would be using a FAFSA application for this.

For an academic self report, you will need an unofficial transcript. Go by the Registrar's Office in the front of "B" Building.

Application Type

Regular Decision May 1	Rolling Jul 29
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Application deadline  
Select month and day

Doc Destination

This college is In-Network. We'll make sure your materials are sent electronically where they need to go.

Program Name (Optional)

Fill this in if you're applying to a program that requires a different application.

Program name

Student requirements

Select any of the following that apply to this application. You can always add or remove from the student checklist later if you change your mind.

Financial aid

- I will be submitting a school-specific Financial Aid Application to this institution.
- I will be completing the FAFSA form and will need to designate this institution to receive my information in the FAFSA portal.

Scores and performance

- I will be submitting test scores along with my application to this institution. Required
- I will be submitting a Self-Reported Academic Record (SRAR) along with my application to this institution. Optional

Save Application

SAT / ACT scores are sent from those organizations. You will need to log into your account on their websites to have these scores sent.

When you are finished...Click Save Application.



- HOME
- SCHOOL
- ACTIVITIES
- COLLEGES
- CAREERS
- FINANCES
- PROGRAMS

Now, you have entered this school in your application list.

The University of Alabama >

Admissions | Application Info | Financial Aid

Application status: **In Progress** Comments

Method	Type	Deadline
Common App	Regular Decision	May 01

This section will give you links to the school's web sites for reference and help.

STUDENT CHECKLIST

- Test Scores 

The University of Alabama will not require standardized ACT or SAT scores from students applying through the Fall 2023 Semester. The presence of a score will not create an unfair advantage or disadvantage to students applying for admission. If you are unsure whether or not to submit a standardized test score, contact your high school counselor or UA recruiter.
- FAFSA Submission 

Complete your FAFSA and set up this school to receive your application on the School Selection Page.
- Self-Reported Academic Record (SRAR) 

Applicants create the SRAR using their official high school transcript, listing courses and associated grades that have been completed or will be completed for high school and/or college credit.
- Submit Application on Common App 

Complete on Common App →

+ New Student Requirement

TEACHER EVALUATIONS  
This college does not accept teacher evaluations.

Schoolinks gives you a check list that is reflective of how you answered the questions on the previous screen. These are tasks that you need to complete so your application moves to "Final" status.

COUNSELOR DOCUMENTS

All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

- School Report 

Added 08/16/2022 as preset
- Counselor Recommendation 

Not needed
- Mid Year Report 

Not needed

Request Counselor Document

This section gives you a summary of your application including: Method, Type, & Deadline.





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In this example, this school does require letters of recommendation.



### Rice University >

Admissions | Application Info | Financial Aid

Application status: In Progress

Comments

Method	Type	Deadline	
Common App	Regular Decision	Jan 04	

#### STUDENT CHECKLIST

##### Test Scores

Rice will allow first-year and transfer student applicants to undergraduate degree-seeking programs for the 2021-2022 and 2022-2023 application cycles to submit SAT or ACT test scores, if they choose. Students who are unable to submit test scores or prefer not to submit test scores will be given full consideration in the admission selection process.

##### FAFSA Submission

Complete your FAFSA and set up this school to receive your application on the School Selection Page.

New Student Requirement

#### TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

2 Required

Add Recommender

Required

Add Recommender

Required

Request Teacher Evaluation

#### COUNSELOR DOCUMENTS

If the school requires Teacher Recommendations, these will show up in this area. One you click on the “Add Recommender” you will select a teacher name from the drop down box.

*Remember, always go by and speak with a teacher about this BEFORE sending them a request for a rec. letter!*



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### Rice University >

Admissions | Application Info | Financial Aid

Application status: **In Progress** Comments

Method	Type	Deadline
Common App	Regular Decision	Jan 04

Remember, these tasks must be completed to Finalize your application!

#### STUDENT CHECKLIST

- Test Scores**    
 Rice will allow first-year and transfer student applicants to undergraduate degree-seeking programs for the 2021-2022 and 2022-2023 application cycles to submit SAT or ACT test scores, if they choose. Students who are unable to submit test scores or prefer not to submit test scores will be given full consideration in the admission selection process.
- FAFSA Submission**    
 Complete your FAFSA and set up this school to receive your application on the School Selection Page.
- Submit Application on Common App**    
 [Complete on Common App →](#)
- Submit Common App Writing Supplement**    
 [Complete on Common App →](#)

+ New Student Requirement

#### TEACHER EVALUATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

2 Required

- Aaron Adams** Remove   
 Requested 08/19/2022 by Arnold Mayhill
- Abigail Downs** Remove   
 Requested 08/19/2022 by Arnold Mayhill

#### COUNSELOR DOCUMENTS

All required documents are determined by Common App and automatically requested from counselors. Students must contact their counselor to request inclusion of optional documents.

- School Report** ?   
 + Added 08/19/2022 as preset
- Counselor Recommendation** ?   
 + Added 08/19/2022 as preset
- Mid Year Report** ?   
 + Added 08/19/2022 as preset

+ Request Counselor Document

Once you have selected your Recommenders, Your counselor will be sent a request for their documents to be submitted.

If a Counselor Recommendation is required, go by and speak with your counselor ASAP!