SCA Guide to completing the Self-Reported Academic Record (SRAR)

Before you get started:

- Request a copy of your transcript from the College Guidance Counselor!
- Also decide what email address you will be using to apply to college and use that SAME email address when you create your SRAR account. It is recommended you use a personal email account.

Create SSAR/SRAR Account

- Colleges/Universities requiring the SSAR/SRAR can be found here
- You can create a SSAR/SRAR account at any time in your high school career
- A playlist of SSAR/SRAR video tutorials, including tutorials for specific colleges, can be found on YouTube

High Schools/Colleges Attended

- Search & select Summit Christian Academy (CEEB Code: 440292)
- Make sure you select the Summit Christian Academy in **Cedar Park**, not Cedar Hill!
- Grade Scale: Number Grades
- Final grades are provided as: Semester
- Graduation plan: select *Foundation with Endorsement.*
- If you are completing the Distinguished Diploma and have signed the Distinguished Diploma application, select *Distinguished Level of Achievement*
- Note, you will only include additional schools if you:
  - attended another high school. Only courses/grades/credits that are NOT on your SCA transcript should be listed under this school (which means it may have no courses listed, just dates attended).
  - took college level coursework that is NOT included on your SCA transcript, including dual courses in progress at our partner institutions

Enter/Edit GPA & Class Rank

- Cumulative weighted GPA: this is your GPA on a weighted 5.0 scale or 6.0 scale if you have any dual credit courses on your transcript. The GPA listed on your SCA transcript is a weighted GPA.
- Cumulative unweighted GPA: this is your GPA on an unweighted 4.0 scale
  - Check the box that says "this school does not calculate or report an unweighted GPA."
- Class rank/size: you will choose one of the options outlined below:
  - If you are the valedictorian or salutatorian, *This school provides a numerical class rank and size*. Then, complete the boxes to specify your rank & class size next to *weighted rank*. You will then check the box next to *This school does not calculate or report an unweighted class rank.*
  - If you are not the val or sal, select: *This school does not provide rank information or I do not know it*.

Enter/Edit School Counselor

Emails can be found on the SCA Staff Directory. Use the school's phone number (512) 250-1369

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Numeric-to-Letter Grading Scale Conversion

- If indicated this has already been entered by other SCA students, review for accuracy and choose *This Looks Correct*

- If this information is not automatically populated or incorrect, you will indicate:
    - VHS uses: Grades on a 100-point numeric scale
    - Highest unweighted grade: 100
    - Lowest unweighted grade: 0
    - Leave UNCHECKED: "Numeric grades at VHS include decimals" and "The grading scale for VHS includes plus(+) and minus(-) grades"
    - Then in the grading scale, include in scale:
        - A = 90-100
        - B = 80-89
        - C = 70-79
        - F = 0-69 … note we do not utilize letter grade of D, uncheck that option

Enter Coursework

- You should be able to choose to enter your coursework by Year or Subject Area.

- Academic Level: pretty self-explanatory, but for any credit on your transcript you earned in Middle School (math, foreign language), you'll identify as Middle School here. You will not be asked to identify the specific middle school name or grade level.

- Course Name: record the course abbreviation **as it appears on your transcript**, ex: freshman year English would be added as English I

- Course Level: referencing your transcript, you will notice letter codes that identify course levels:
    - Blank = *Standard.* Standard level elective classes will not have a course code next to them, but you should select "standard" from the drop down menu.
    - HS-STD = *Standard.*
    - H = *Honors.* Courses you took in middle school and should be identified within Academic Level, but should be identified as *Honors* for the course level
    - AP = *AP (Advanced Placement)*
    - DC = *Dual Credit.* Select "Dual Credit SDC" in SRAR.
    - ADV = *Advanced.*

- Course Length: always identify courses as semester, unless it was a course taken over the summer. If it was a year long class, you will enter your fall and spring semester grades separately.
    - For courses taken during the summer, list the course as "full year" and select the "course taken" in the preceding school year. For example, if you took a summer course between 9th and 10th grade, you will list the course and grade in the final semester of your 9th grade year.

- Grades: enter both semester numerical grades and .5 credit for each semester.
    - Choose *In-Progress* for senior year coursework.
    - If any courses were only a semester long you will only complete grade and credits for that semester & leave the other semester blank.
    - For any dual-credit courses that list letter grades instead of numeric grades, use the median numerical grade for that letter, for example an "A" would be listed at 95 on the SRAR.

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Review/Submit Coursework

- Be sure to review your coursework and compare it with your transcript to be sure all coursework is entered correctly. You can choose to view it by grade level or subject area.

- After you have submitted and reviewed, you will retain access to edit your SSAR/SRAR. However, once it is linked to a college, you will not be able to make edits to that submission. Contact the college/university office of admissions directly if there are errors that require correcting.

My Colleges and Universities

- Select the college/university from the drop-down menu and then choose Add College. Note that it may take a few days or up to two weeks for the college to receive it and link it to your application profile.

- For Texas A&M, linking your SRAR will also check off the class rank requirement within the AIS portal once processed.

Enter Test Scores

This is optional for students who plan to submit test scores to colleges, such as ACT, SAT, or AP exams. You may be required to order official scores from the testing entity in addition to self-reporting here.

Upload Documents

In rare cases, you may receive instructions via email from a college/university admissions office to upload documents via the SRAR. If so, follow instructions to upload supplement documents here.

Frequently Asked Questions

For summer courses, what grade level should I specify?

Summer coursework should be identified with the preceding school year. For example, a course taken the summer between your sophomore and junior year should be identified as a 10th grade course.

How can I enter a letter grade for ACC Dual Enrollment classes?

- For any dual-credit courses that list letter grades instead of numeric grades, use the median numerical grade for that letter, for example an "A" would be listed at 95 on the SRAR.
- However, rest assured the colleges who use the SRAR are recalculating your GPA, so an A is an A…a 92 or 99 are no different, and you're receiving extra weight since it's a college level course.

How do I report credits I earned by taking a placement exam?

Input the course as a normal course. If there is a grade listed, use the numerical grade. If it is listed as P, use the "Pass/Fail - Pass" option in the drown-down choices. Note: there is not a place to designate it was a credit by examination/placement test.

What do I do if I am graduating early?

Be sure you identify the month and year you are graduating, yet note:

- If you are graduating in December, identify January of the next year as your graduation date as that is when your transcript will be finalized and allows you to enter fall grades.

- If you are graduating in three years, enter your courses and grades under 9th, 10th, and 12th grade.

How should I answer the question asking for permission to make changes on your behalf if they find errors? (SRAR edit permission in Common App under "Academics" section for some colleges.)

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This allows the university admission representatives to make adjustments if they see errors on your SRAR on your behalf - answer YES. If you check NO, they would have to reach out to you directly and give you instructions for the edits.