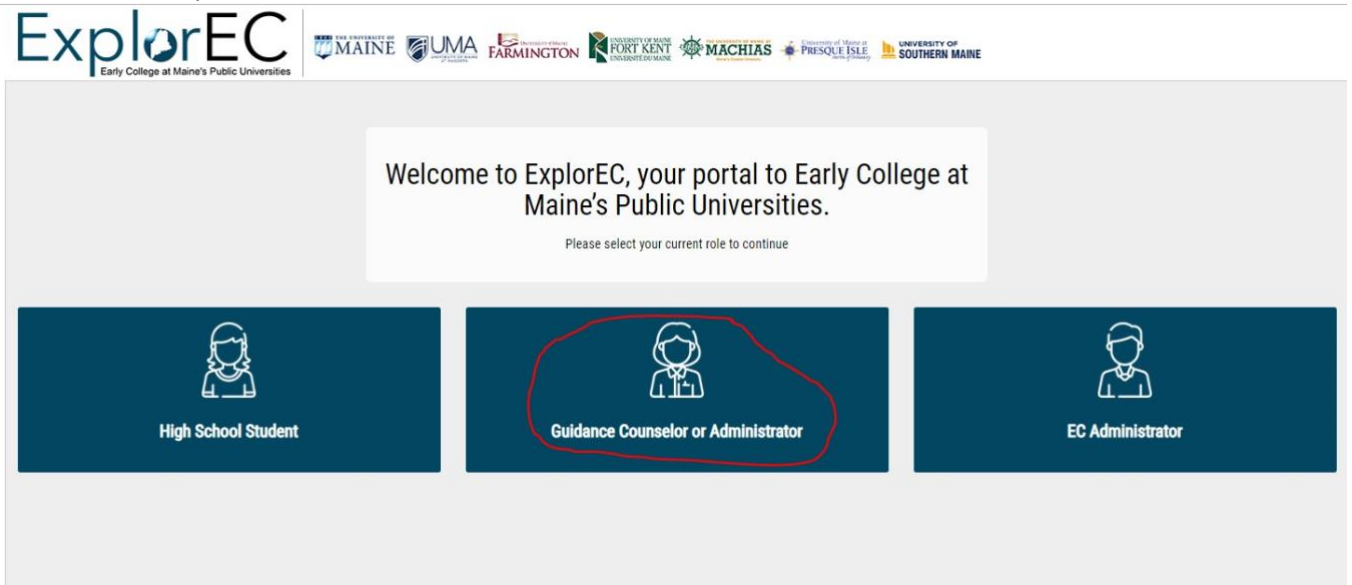# ExplorEC:

Directions for High School Guidance Counselor or Administrator

Guidelines for High School Guidance Counselors or High School Administrator who will review and approve student applications.

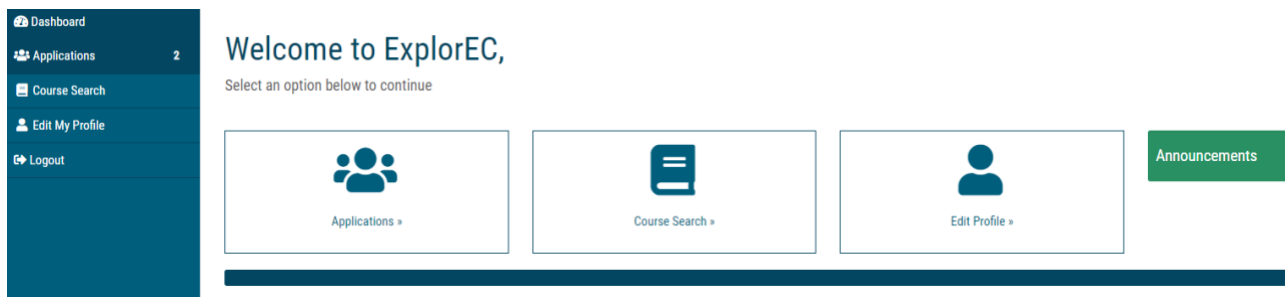## Log in at:

https://explorec.maine.edu/

Select Guidance Counselor or Administrator. Note that this portal will be used for all students wishing to take classes at any of Maine's Public Universities.

Applications

Click on Applications to review and approve current applicants. The number represents how many applications need your attention.

A summary of pending applications is shown.

Review and approve student applications

Click on Manage Details to review and approve each student.

Applications

Below are students from your high school that have applied for Spring 2019 class(es)

Pending Recommendations   All Applications

Please click on 'Manage Details' and enter your recommendation.

Show 10 ▼ entries

Name	University ID	Student Consent	Parent Consent	Recommendation	
Student, Test		Completed	Completed		Manage Details »
Walter, Kathy		Pending	Completed	SUBMITTED	Manage Details »

Showing 1 to 2 of 2 entries

The student and parent names will be pre-populated by the student. The courses the student is applying for will appear on the right. Please note that registration is not finalized until the EC administrator at the University enrolls the student, so the courses that appear are applications only, and are pending approval and final registration.

Required fields

The only required fields in the recommendation section are highlighted. Note that transcripts, standardized test scores, and other documentation are not required unless the EC Administrator requests them.

Student State ID #

Student GPA
- ○ Between 3.0 to 4.0 (or equivalent of a B average or above)
- ○ Between 2.0 and 2.9 (or equivalent of C to B-)
- ○ Below 2.0 (or equivalent of C- or below)

The students' parent/guardian has been informed
- ○ Yes
- ○ No

Grade Level of student when taking the above course(s)

Senior ▼

The student has met the course prerequisites and has the permission of the high school to enroll in the course.
- ○ Yes
- ○ No

Notes

The notes field will generate an email to the EC Administrator about the student. The EC Administrator will use this field if additional information about the student is needed.

📢 Recommendation   💬 Notes

+ Add Note

• There are no notes yet.

Add Note   ✕

Notes are only visible to other counselors in your high school and to Early College Administrators.

Send to EC Administrator at

UMFK   ▾

Note about Student:

Submit Note   Close

Upload Documents (optional)

If additional documentation or information is requested, use the upload feature and description field to provide information to help the EC Administrator make a final decision about the student application. If no information is requested, you can "submit recommendation" and leave these fields blank.

Upload Document(s)   ✚ Add files...

Max. file upload size is 8MB. For larger files please zip them prior to uploading.

Please describe students' qualifications and any other information that will be helpful in determining student eligibility (optional)

|

Submit Recommendation

After you submit the recommendation you will receive a success message.

All Applications Tab

The All Applications tab will show all of the applications for your high school and their status in the process.

Pending Recommendations	All Applications

Please click on 'Manage Details' to view your recommendation.

Show 10 ▼ entries

Name ▲	University ID ⇕	Student Consent ⇕	Parent Consent ⇕	Recommendation ⇕
Alley, Lily	999999999	Completed	Completed	SUBMITTED

Dashboard

Note that 3 applications still need high school counselor or administrator review, and this number shows up in the dashboard.

🕑 Dashboard	
👥 Applications	3
👤 Edit My Profile	
↪ Logout	