Common App tips
Class of 2022

Create Your Account
https://www.commonapp.org/

Your name should be your legal name, also matching your legal name in Infinite Campus and your College Board account and/or ACT account (if you are submitting the exams).

My Colleges Tab - Questions section

General
Schools that use demonstrated interest will ask if you have made contact with an admissions representative. If you have attended a college visit at Carlmont (or virtual through Carlmont) that is considered a contact. Mrs. Rasor will have the name of the admissions representative if needed.

Recommenders and FERPA
-Sign the FERPA - this allows Carlmont to send your transcripts and letters. We suggest "Waiving" your rights on the FERP. Waiving your rights informs colleges that you will not read your teacher letters and counselor letters. **Very important** step.

Example

My Colleges

Arizona State University ▲

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Boston University ▼

Recommenders & FERPA

ⓘ **FERPA Release Authorization**

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

Learn more about FERPA

Complete Release Authorization

Continue

Ⓧ **Release Authorization**

FERPA Form

☑ I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*

Please select one: *

◯ I waive my right to review all recommendations and supporting documents.

◯ I DO NOT waive my right to review all recommendations and supporting documents.

☐ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.***
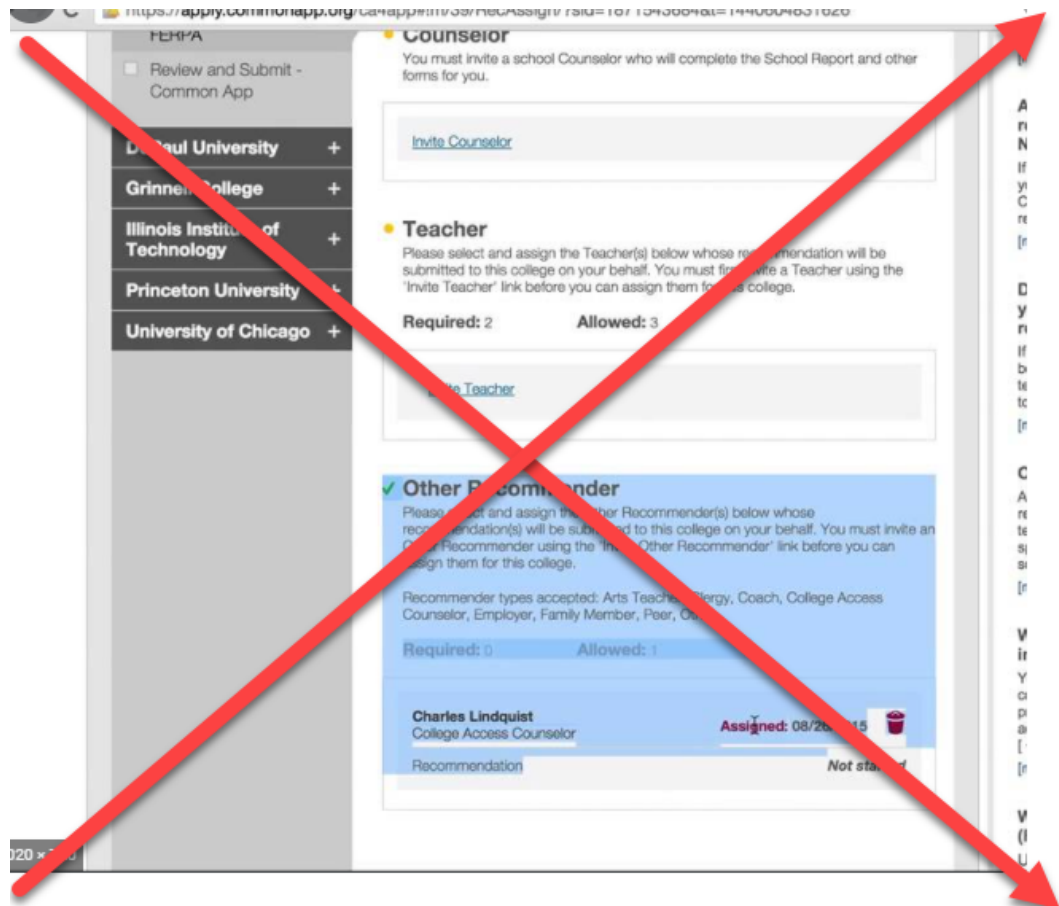
Signature *

Date *

Back **Save and Close**

- Check "I Acknowledge"
- Check "I waive my right"
- Check "I understand that my"

Then sign, date, save and close.

-**DO NOT** request Carlmont teachers or counselors as recommenders on the Common App. Carlmont teachers can only be requested through Naviance.
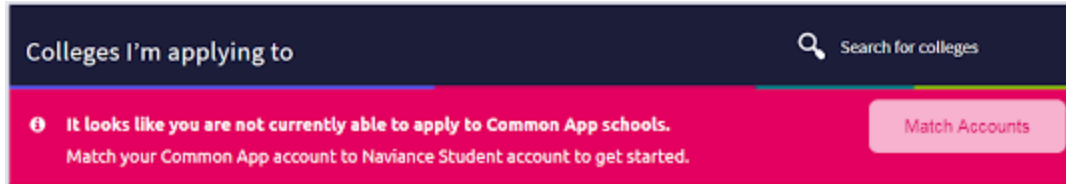

Naviance
- Once you have completed your Personal Information on the Profile Page and Current High School information on the Education Section and add at least one college on the Common App , you can now Match your Common App to Naviance. This step will upload your college list from Common App to Naviance and enable teachers and counselors to send your letters. You should verify the application deadlines are correct in Naviance after the Matching. Teachers and Counselors will use the deadline to schedule the sending of your letters. More information on "officially" requesting teacher letters in Naviance will be sent soon.

- Here is a short video in regards to Matching Naviance to Common App.

https://www.screencast.com/t/gxEQkEIyo1

Example (In Naviance)

Some Colleges will require applicants to complete questions and possibly supplemental essays specific to their college. Those questions and essay prompts will in the My Colleges tab under College Information
Example:

My Colleges

Arizona State University ▼

Boston University ▲

College Information

Application

Questions →

Recommenders and FERPA

Review and Submit - Common App

Questions

(Preview)

General	∧
✓ Academics	∧
Contacts	∧
Family	∧
✓ Residency	∧
Essay Questions	∨

What about being a student at Boston University most excites you? *

B *I* U ⌞⌝ 🛆

Min: 1 / Max: 250   0/250 words

Common App Tab - Education Section

Colleges/Universities

If you took a community college course during your high school career, indicate it here. All courses taken at a Community College (except PE) must be indicated on your application. This section would include courses that have produced a transcript from an online college or 4 year college.

Example below of summer school at Community College

College 2*

Mission College
3000 Mission College Blvd
Santa Clara, CA 95054-1897
USA
2-year or community college
CEEB Code : 7587

(⟳ **Change**)   (✕ **Remove**)

Course details

☐ Dual enrollment with high school

☑ Summer program

☑ Credit awarded directly by college

College 2 from date*

| June 2021 | 📅 |

Date uses "month year" format (e.g. August 2002)

College 2 to date*

| August 2021 | 📅 |

Date uses "month year" format (e.g. August 2002)

- If you took our Dual Enrollment courses at Carlmont such as: Biotechnology I-II, Biotechnology III - IV, Biomanufacturing Field Work and/or AP Calculus - BC(only school year 2019-2020) , list it in the College/University section indicated as Dual enrollment. The Common App will not allow the community college courses to be entered. You will only enter the community college name and the date attended.

You can indicate the course and grade in the additional comments area of the Writing Section.

Example Below for Dual Enrollment:

College 1*

Skyline College
3300 College Dr
San Bruno, CA 94066-1698
USA
2-year or community college
CEEB Code : 4746

🔄 **Change**   ⊗ **Remove**

Course details

☑ Dual enrollment with high school

☐ Summer program

☑ Credit awarded directly by college

College 1 from date*

| August 2019 | 📅 |

Date uses "month year" format (e.g. August 2002)

College 1 to date*

| June 2022 | 📅 |

Date uses "month year" format (e.g. August 2002)

Degree earned

○ AA

○ AS

○ BA

○ BS

(Clear answer)

Grades Section

Graduating class 537

We do not rank

GPA Scale Reporting is 4

Indicate your cumulative weighted GPA listed on your transcript (top GPA)

Example Below

Grades

Graduating class size (approx.)*

537

Class rank reporting

○ Exact

○ Decile

○ Quintile

○ Quartile

◉ None

Clear answer

GPA Scale reporting

4 ✕ ▼

Cumulative GPA*

3.9

GPA weighting

◉ Weighted

○ Unweighted

Current or Most Recent Year Courses Section

This section is referring to your senior year courses:

- Course schedule should be first semester and second semester for all courses with the exception of American Government and Economics. Those courses are either first or second semester according to your schedule.
- If you have taken Advanced Dance or Intermediate Dance the only choice is semester (Use the Additional Comments area in Writing Section)
- The indication on your transcript
  P = College Prep   HP = honors/AP

Example 1 :

Current or Most Recent Year Courses ⌄

Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year.

How many courses would you like to report?*

7	✕ ▾

Please select the course scheduling system your institution is using.*

◉ Semester

◯ Trimester

◯ Quarter

(Clear answer)

Course 1 subject*

Calculus|	✕ ▾

Course 1 name*

AP CALC BC

Course 1 level*

Advanced Placement (AP)	✕ ▾

Course 1 schedule*

First Semester ✕ Second Semester ✕	✕ ▾

Example 2

Current or Most Recent Year Courses   ⌄

Please list all courses you are taking this academic year. If you
are not currently enrolled, please list courses from your most
recent academic year.
How many courses would you like to report?*

| 7   ✕   ▼ |

Please select the course scheduling system your institution is using.*

◉ Semester

◯ Trimester

◯ Quarter

(Clear answer)

Course 1 subject*

| History/Social Science   ✕   ▼ |

Course 1 name*

| American Government |

Course 1 level*

| College Prep   ✕   ▼ |

Course 1 schedule*

| First Semester ✕   ✕   ▼ |

Testing

If you took SAT
- If college is test optional you can choose not to indicate a test date and score
- NOTE: if you indicate a test date and score you will have to send the results from College Board directly to the college.

 If you took the ACT Plus Writing

 Highest Writing Score
- If taken prior to 2016 your score is between 1 - 36
- If taken after 2016 your score is between 2 - 12

Activities Section
- List activities in order of importance to you
- This section is for more than volunteering, sports, clubs - it includes employment, family obligations and other meaningful activities. For example if you attend a one time seminar that interests you, add it to your application.
- If you participated in an activity but it ended because of Covid, add that to your application.
- Do not use acronyms in the organization name - unless it is very common for example YMCA
- In the "Describe this activity" they want to know your involvement more than what the activity is. For example, you do not have to describe Football, but you can describe your participation - Daily practice starting at 6am, and such. Talk more about you than the activity.

Writing Section

Additional Information - This is NOT another space to write a Personal Statement. The following are suggestions to include if applicable. These are just suggestions. If there is something else you would like the college to know that is not mentioned in another part of the application, this is your opportunity.

- Use the following if you were in the BTI program - I participated in the Biotechnology Institute (BTI) in 10-12th grade. BTI is a small learning community focused on science and technology. Core BTI classes include science-themed English and social studies, as well as yearly lab science courses, including a dual

enrollment Biomanufacturing course with Skyline College in 12th grade. Because of my enthusiasm for science, I chose to participate in this college-prep cross-curricular program, even though it precluded my ability to take Advanced Standing (AS) and AP courses in English and history.

- Indicate any reason why your grades dropped, do not repeat yourself if you addressed this in your Personal Statement (e.g. family struggles, concussion, Covid, health issues etc)
- State the reason if there was a course you could not take at CHS (example class was full etc)
- Indicate if you are/were enrolled in Intermediate or Advanced Dance, that is a quarter class
- Life Skills is a quarter class (optional statement only if you add that course to your application)
- AP B/C Calc earns college credit as Math 251/Math 252 - only if you took it during 2019-2020 school year.
- If you took Algebra in middle school and/or Geometry and/or a foreign language (can not be listed anywhere else)
- World Studies 1 is a quarter class.

Do you wish to provide details of circumstances or qualifications not reflected in the application?*

⦿ Yes

◯ No

(Clear answer)

You may use the space below to provide any additional information you wish to share. *

| **B** | *I* | U | ⫟ | 🔺 |

Min: 1 / Max: 650   0/650 words

•

There is a section to discuss COVID if you wish. I suggest telling the colleges that our district was in distance learning from March 2020 through June 2021. Our district converted to Pass/No Pass for Spring and Summer of 2020. You can choose to write about any struggles you might have had in this method of learning. You can also write about your accomplishments you were able to achieve during that difficult time.

Personal Essay ∧

Community disruptions such as COVID-19 and natural disasters can have deep and long-lasting impacts. If you need it, this space is yours to describe those impacts. Colleges care about the effects on your health and well-being, safety, family circumstances, future plans, and education, including access to reliable technology and quiet study spaces. For more information, check out our COVID-19 FAQ.

Do you wish to share anything on this topic?*

⦿ Yes

◯ No

(Clear answer)

Please use this space to describe how these events have impacted you.*

B *I* U ⌞⌝ △

Min: 1 / Max: 250   0/250 words

Courses & Grades

Not all colleges will require this section. This section is for entering your high school grades 9th - 11th. If your Common App deadline is after senior first semester grades are posted in January, you would include those grades here. If your deadline is January 15 or before, you will indicate that you Do Not have 12th grade courses on your transcript
Example (of no senior grades)

Courses & Grades

Preview

✓ Courses & Grades	∧
9th Grade	∧
10th Grade	∧
11th Grade	∧
12th Grade	∨

Do you have 12th grade courses listed on your transcript that have been issued official transcript grades?*

○ Yes

◉ No

[Clear answer]

Continue

✓ Other Courses	∧

We are a semester school

Our grading scale is A-F
Almost all of our courses are College Prep or Honor/AP.
The indication if it is College Prep or Regular or AP/Honors is on your transcript
P = College Prep
HP = honors/AP
No indications means it is a regular class (example Life Skills)

For World Studies 1 indicate the credit was 2.5 (that will tell them it was a quarter class)
For World Studies 2 indicate semester 5.0 credits.
Listing Life Skills is optional to list because it is not a college prep class. If you choose to enter it indicate the credit was 2.5

Leave Final Grade blank
Complete final semester credits column

Notes

Within the Common App are very helpful tutorial videos also instructions and help with instructions on the right side of each page. Mrs Rasor and your counselor are always here to assist.

Detailed steps from Common App
https://www.commonapp.org/apply/first-time-students

Before submitting make sure you click through each section to confirm the information is complete. **Once you submit, it can not be reopened**. I encourage you to have Mrs Rasor review your application before you submit.