The Common App is used for many private and out of state public colleges. 

This application is NOT for UCs or CSUs.

Read through these TIPS to assist with completion of your application.

This is NOT a page by page instruction, these slides assist with Carlmont specific guidelines.
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). Do not use nicknames.
After creating an account and adding a college

My Colleges page

- Deadlines
- Testing Requirements
- Counselor Letter
- Teacher Letters

Note: The Final Report is your final transcript after you graduate. If your college only needs a School Report, email your counselor to send it.
Some colleges will require a supplemental essay, short questions or long questions. It could be located in the Questions Section on the My Colleges Tab. 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) that is considered a contact. Mrs. Rasor will have the name of the admissions representative if needed.

Some colleges will have their Writing Supplement designated separately.
Education Page of the Common App

Prior to completing the FERPA and Matching your Naviance account with Common App, parts of the Education Section need to be completed.
If you took a community college and/or college course during your high school career, indicate it here. All courses taken at a Community College/College (except PE) must be indicated on your application. This section would also include courses that have produced a transcript from an online college or 4 year college.

This example is for a summer course/program that has awarded college credit.

Students are required to indicate all college/community college courses (except PE) taken even if the grade is lower than desired.
The only Dual Enrollment courses at Carlmont are:
Biotechnology 1-2
Biotechnology 3 - 4
Biomanufacturing Field Work
Marketing Communications

In the College/University section indicated as Dual Enrollment. The Common App will not allow the community college and/or college courses/grades and credit earned to be entered. You will only enter the community college and/or college name and the date attended. You can indicate the course taken, the grade earned and credit earned in the additional comments area of the Writing Section.
Senior Class size 568
Carlmont does not rank
GPA Scale Reporting 4
Current or Most Recent Year Courses Section

This section is referring to your senior year courses taken at Carlmont:

*Our course scheduling system is Semester
*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 semester American Government - second semester Economics (according to your schedule)
*If you are taking Advanced Dance or Intermediate Dance the only choice is semester (Use the Additional Comments area in Writing Section to explain it is a quarter course)
*The indication on your transcript - for course level
  P = College Prep
  HP = honors/AP
  no indication = regular course
*The following courses indicate accelerated for this section
Geometry Enriched       Multivariable Calc       Alg II/Trig

Remember to indicate any Dual Enrollment
Examples of Senior Year Classes

Enter all your senior courses
Honors - *this page refers to any academic Achievement you have or will earn.*

Examples might include (but not limited to)

- Seal of Biliteracy *(on track to receive)*
- Math Award
- National Merit Semi finalist
- National Merit Commended Student
- AP Scholar
- AP Capstone Diploma *(on track to receive)*
- AP Capstone certificate
- AP Scholar with Honor
- AP Scholar with Distinction
- Pacemaker Award
Next step sign your FERPA

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. Colleges do not want you to read your letters. **Very important** step.

Once one FERPA Authorization is done, it will be applied to all listed colleges.
1. How does FERPA relate to your college application?
   - FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

2. In a moment, you’ll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?
   - Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
   - Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?
   - That’s OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the Help Center.

☐ I have read and understood the FERPA Release Authorization explanation above.*

[FERPA Form]

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:* [ ]

[Continue] [Save and Close]
Match Naviance to your Common App  (after signing FERPA)

Matching allows teachers and counselors to send your letters, school reports and transcripts electronically to your colleges.

Slides on Matching were sent to all seniors on August 31. They are stored in your Naviance account and also listed on the College and Career page of the Carlmont website.

Click [Here](#) to access the Matching your Naviance to Common App slides
Testing section

- This section is to indicate exams taken and future exams
- Most colleges are test optional - know your requirements
- If you did not do well on an SAT/ACT and the college is test optional, you might choose not to indicate your score
- Most colleges would want to see AP scores of 3 and above (know your college preference)
- If you indicate the exam was taken, you will need to send it to the college from your College Board or ACT account.

Example AP exam taken

Example AP Exam planned

Example of SAT taken
SAT Scores

- Download your Score Report from your College Board account
- Enter the information from to report to your application

SAT Score Report

Imagod Student
100 Main Street
Anytown, MA 00000-0000

Your Total Score

| 1010 | 490–3600 |

50th Nationally Representative Sample Percentile
41st SAT User Percentile

Section Scores

490 | 200–800 | Your Evidence-Based Reading and Writing Score
520 | 200–800 | Your Math Score

Test Scores

22 | 10–40 | Reading
27 | 10–40 | Writing and Language
26.0 | 10–40 | Math

Cross-Test Scores

24 | 10–40 | Analysis in History/Social Studies
23 | 10–40 | Analysis in Science

Subscores

6 | 2–15 | Command of Evidence
9 | 2–15 | Problem Solving and Data Analysis
8 | 2–15 | Heart of Algebra
9 | 2–15 | Expressions and Equations
7 | 2–15 | Passport to Advanced Math

How Are Scores Ranged?

Test scores are single-digit numbers—none for Critical Reading, Writing, and Math. Your scores are scaled to fit on a 2–15 scale. Your scores are scaled to fit on a 2–15 scale. You can see your scores for each section of the test.

What Are Score Ranges?

Scores are single-digit numbers—none for Critical Reading, Writing, and Math. Your scores are scaled to fit on a 2–15 scale. Your scores are scaled to fit on a 2–15 scale. You can see your scores for each section of the test.

How Do My Scores Compare?

A percentile score shows how you scored compared to other students. It is a number between 1 and 99 that represents the percentage of students whose scores are equal to or lower than yours.

For example, a score of 60th percentile means that 60% of the students scored at or below your score. The 50th percentile means that 50% of the students scored at or below your score. The 10th percentile means that 10% of the students scored at or below your score.

SAT User Percentile compares your score to the scores of students who typically take the test.

How Can I Improve?

To see which skills are strong and which are weak, and to figure out how you can improve your performance, you can go to your full report online and see for Skills Range.

What Are Score Ranges?

Scores are single-digit numbers—none for Critical Reading, Writing, and Math. Your scores are scaled to fit on a 2–15 scale. Your scores are scaled to fit on a 2–15 scale. You can see your scores for each section of the test.

Colleges know this, and they get score ranges along with scores so they can consider scores in context.

Your online score report shows your score ranges.
List activities in order of importance to you

This section is not only 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 take care of siblings or grandparents, include that responsibility.

If you participated in an activity but it ended because of Covid, add that comment to your application.

Do not use acronyms in the organization name - unless it is very common for example YMCA can be used.

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. Did you have a leadership role? Leadership does not need to be officially named. For example it can be you were in charge of reminding teammates of practice updates, that shows leadership.
Most colleges will require the Common App personal essay. This is one essay will be sent to all your Common App colleges. Write your essay in a google doc and cut and paste it into your application. Student should spend time brainstorming, planning, writing, editing and finalizing the essay. The essay should NOT be over edited by adults. Colleges want to hear the student’s voice. Most college websites will have webinar, support and/or information on the personal essay.

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)
This is NOT another space to write a Personal Statement. The following pages 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.
COVID 19 response - This is not a required section.

When you click yes, the box will appear.

Response instructions

COVID-19 has affected students in dramatically different ways. If you need it, the COVID-19 and natural disaster question in the Additional Information section is a place for you to describe the impact of these events.

The question is not intended to be an extra essay. There's also no need to describe how your school responded to these events. Your counselor will have an opportunity to discuss impacts like closures, online instruction, and grading policies. Instead, consider how these events may have impacted you, your family, and your learning environment.
Additional Information - Not a required section, but it can be used as another opportunity to tell the college more about yourself

Suggestions if it pertains to you:

* I participated in the Biotechnology Institute (BTI) program 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, which receive dual enrollment credit from Skyline College. 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, 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

*If you took Algebra in middle school and/or Geometry and/or a world language if you do not repeat the course in 9th grade

*Indicate any community college or college courses here, the course title the units earned the grade, including Dual Enrollment. Use your college transcript for this data.

*If required to list courses from 9th - 11th grade - Life Skills, world studies 1 and PE are quarter classes

*Any other information you would like the college to know about you that is nowhere else on your application.

*If you ran out of room on the activities page, include it here.
Courses & Grades

Not all colleges will require this section. Enter your high school grades 9th - 11th. Do not include college/community college/middle school grades in this section. Use your current transcript (located in Infinite Campus) to complete this section. DO NOT complete your data entry from memory. If your application deadline is after senior first semester grades are posted in mid-January, you would include those grades. If your application deadline is before 1st semester senior grades are posted, you will indicate NO to the following question: Do you have 12th grade courses on your transcript with official grades?

*We are a semester school
*Our grading scale is A-F
*Almost all of our courses are College Prep or Honor/AP.
*The indication of College Prep or Regular or AP/Honors is on your transcript
P = College Prep
HP = honors/AP (we offer 6 honors courses)
No indications means it is a regular class (example Life Skills)
*The following courses indicate accelerated for this application
AS English I                  Algebra II/Trig            Geometry Enriched
AS English II                  Multivariable Calc
*For World Studies 1 indicate the credit was 2.5
*For World Studies 2 indicate semester 5.0 credits.
*Life Skills indicate semester 2.5 credits
*Leave Final Grade blank
*Leave Final Semester Credits blank
### Courses & Grades - 9th grade

Use this grid to report your courses exactly as they appear on your transcript.

If any middle school courses appear on your transcript, you do not need to note the middle school's name. Please use the high school name where you received credit instead.

<table>
<thead>
<tr>
<th>Transcript #1 - Carlmont High School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
</tr>
<tr>
<td><strong>School Year</strong></td>
</tr>
<tr>
<td><strong>Grading Scale</strong></td>
</tr>
<tr>
<td><strong>Schedule</strong></td>
</tr>
</tbody>
</table>

#### Subject
- History/Social Science
- Other/Elective
- English

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Semester Grades</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History/Social Science</td>
<td>World Studies 1 &amp; 2</td>
<td>College Prep</td>
<td>A</td>
<td>2.5</td>
</tr>
<tr>
<td>Other/Elective</td>
<td>Life Skills</td>
<td>Regular/Standard</td>
<td>A+</td>
<td>2.3</td>
</tr>
<tr>
<td>English</td>
<td>AS English I</td>
<td>Accelerated</td>
<td>B</td>
<td>5</td>
</tr>
</tbody>
</table>

For this example - Life Skills
Semester 2 - No Grade

### Courses & Grades - 11th grade

Use this grid to report your courses exactly as they appear on your transcript.

<table>
<thead>
<tr>
<th>Transcript #1 - Carlmont High School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
</tr>
<tr>
<td><strong>School Year</strong></td>
</tr>
<tr>
<td><strong>Grading Scale</strong></td>
</tr>
<tr>
<td><strong>Schedule</strong></td>
</tr>
</tbody>
</table>

#### Subject
- Biology
- Art (Visual or Performing)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Semester Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Biotechnology 3-4</td>
<td>Dual Enrollment</td>
<td>B+</td>
</tr>
<tr>
<td>Art (Visual or Performing)</td>
<td>Advance Dance</td>
<td>College Prep</td>
<td>A+</td>
</tr>
</tbody>
</table>

Choose "Add courses from another transcript" to add courses from another high school transcript, or any other courses that use a different schedule or
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.

If you delete a college off your Common App please delete it off your Naviance account.

Finding reliable information: Please do not rely on information that you have googled. If you need information, ask Mrs Rasor. Colleges have webinars and information on their website. You can also reach out directly to your admission officer for accurate information.

Detailed steps from Common App
https://www.commonapp.org/apply/first-year-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.
Seniors do you have questions??
Ask Mrs Rasor in your College & Career Center
nrasor@seq.org