

Common App Tips

Class of 2023



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

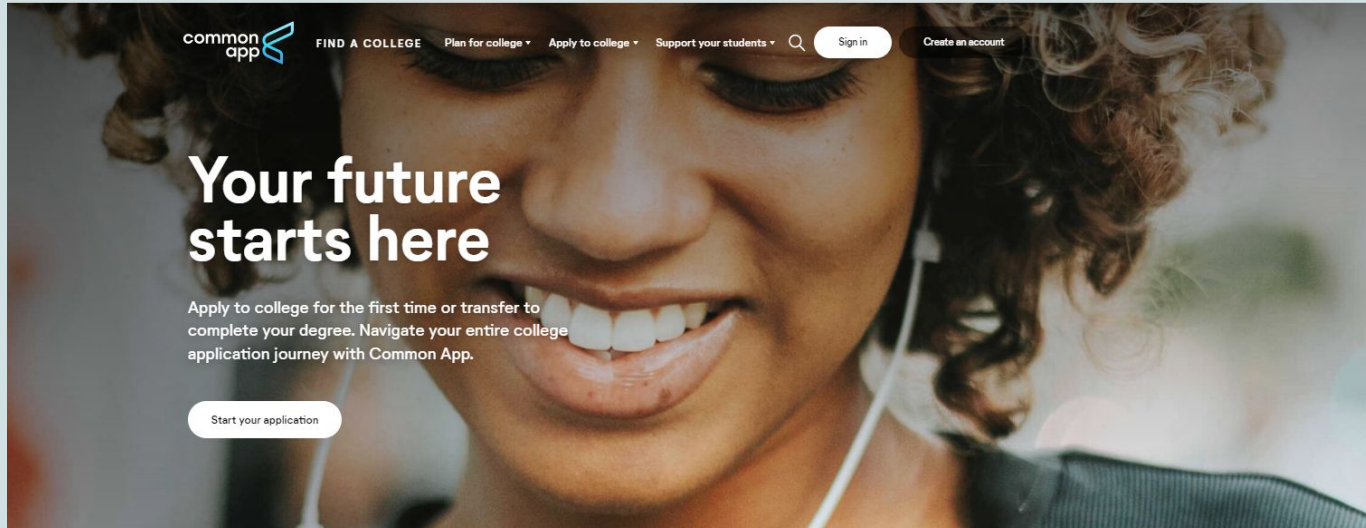
This application is NOT for UCs or CSUs.

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 →

Counselor Letter →

Writing requirements →

Testing Requirements ←

Teacher Letters ←

My Colleges

- Abilene Christian University
- Arizona State University
- Boston University
- Chapman University
- Duke University
- Louisiana State University A&M-Baton Rouge
- Loyola Marymount University**
- College Information
- Questions
- Recommendations and FERPA
- Review and Submit - Common App
- Purdue University
- Texas Tech University
- University of Chicago
- University of Miami
- Carolina at Chapel Hill
- University of Oregon
- University of Southern California

Loyola Marymount University

Contact Info

Phone: (800) 568-4636
Email: admission@lmu.edu
Address: 1 LMU Dr
Los Angeles, CA 90045
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)

Application Deadlines

Fall 2023	Spring 2023
First Year Early Action - 11/01/2022 Early Decision - 11/01/2022 Early Decision II - 01/08/2023 Regular Decision - 01/15/2023	First Year Regular Decision - 10/15/2022

Application Information

Application Fees:
First Year International Fee - \$60
First Year Domestic Fee - \$60

Standardized Test Policy: [Test Policy Information](#)
Never required

Courses & Grades:
Required

Recommendations:
School Report Required
Counselor Recommendation Required
Final Report Required
Teacher Evaluation(s): 1 Required, 2 Optional
Other Evaluation(s): 0 Required, 3 Optional

Saves school forms after matriculation:
No

Writing Requirements
[Common App Personal Essay](#)
1 Required

[College Questions](#)
2 Optional Questions

Writing Supplement
This college does not use a writing supplement for any additional writing requirements.



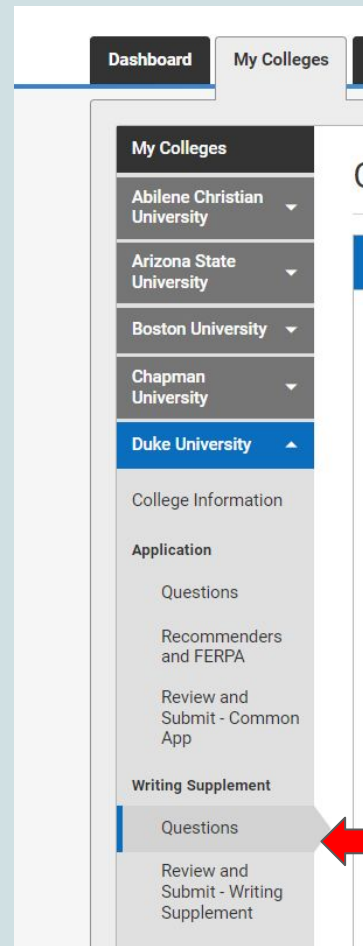
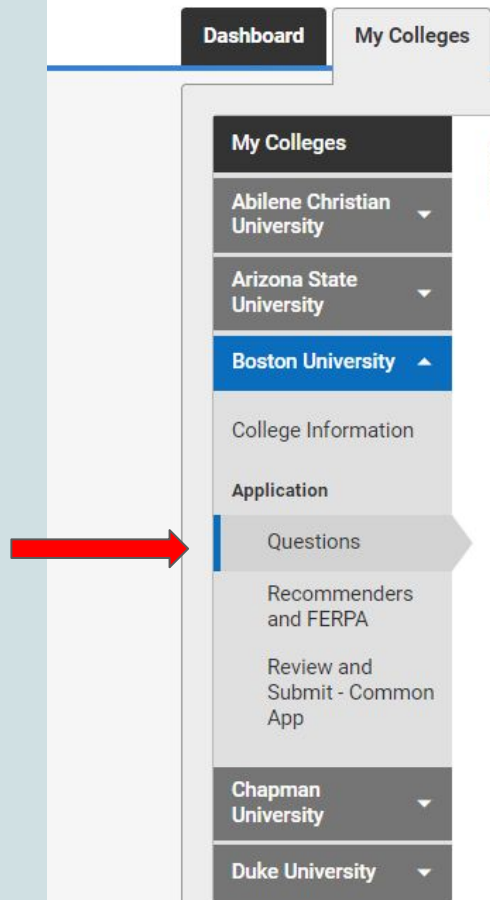
Note: The Final Report is your final transcript after you graduate. If your college only needs a School Report, email your counselor to send it.

My Colleges Tab - Questions

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.

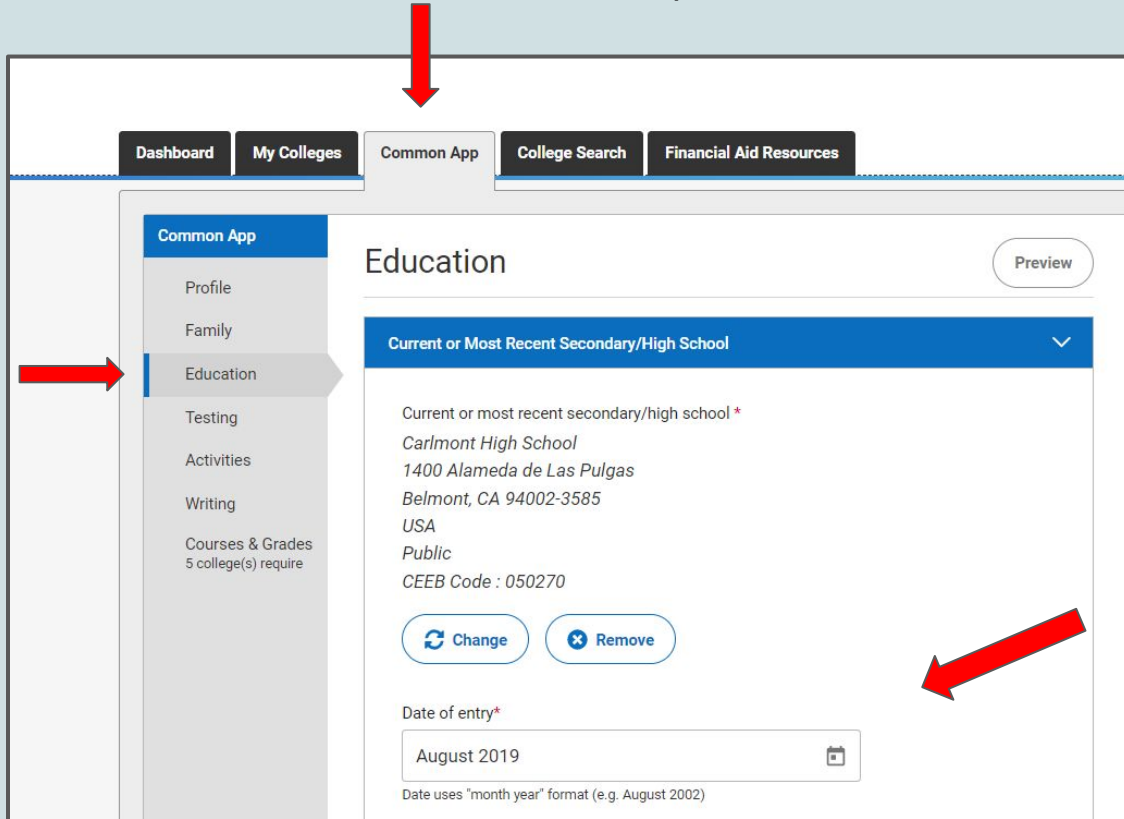
Schools that use demonstrated interest will ask if you have made contact with an admissions representative. If you have attended a college visit at Carlmont (or virtual) that is considered a contact. Mrs. Rasor will have the name of the admissions representative if needed.

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.



The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'Common App' tab is selected. On the left, a sidebar menu lists various sections: Common App, Profile, Family, Education (highlighted with a red arrow), Testing, Activities, Writing, and Courses & Grades. The main content area is titled 'Education' and features a 'Preview' button. Below this is a section for 'Current or Most Recent Secondary/High School'. The text in this section reads: 'Current or most recent secondary/high school *', 'Carlmont High School', '1400 Alameda de Las Pulgas', 'Belmont, CA 94002-3585', 'USA', 'Public', and 'CEEB Code : 050270'. There are 'Change' and 'Remove' buttons below this text. At the bottom, there is a 'Date of entry*' field with a calendar icon, showing 'August 2019'. A red arrow points to this field. A note at the bottom states: 'Date uses "month year" format (e.g. August 2002)'.



Education page - Colleges & Universities section

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.

College 2*

Dominican University of California
50 Acacia Ave
San Rafael, CA 94901-2298
USA
4-year college or university
CEEB Code : 4284

 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)

Degree earned

☐ AA

☐ AS

☐ BA

☐ BS

Education page - Colleges & Universities section

Dual Enrollment

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.





Example of 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*
January 2021 
Date uses "month year" format (e.g. August 2002)

College 1 to date*
June 2023 
Date uses "month year" format (e.g. August 2002)


Degree earned
☐ AA
☐ AS
☐ BA
☐ BS
[Place course](#)

Grades Section of the Education Pages

Senior Class size 568
Carlmont does not rank
GPA Scale Reporting 4



GPA Summary	
Cumulative GPA (Weighted)	4.154
Cumulative GPA (Unweighted)	3.908
CA Cal Grant GPA	3.885
Weighted 10-12 A-G GPA	4.192



Grades 

Graduating class size (approx.)*

Class rank reporting
☐ Exact
☐ Decile
☐ Quintile
☐ Quartile
☒ None

Clear answer

GPA Scale reporting

4  

Cumulative GPA*

GPA weighting
☒ Weighted
☐ Unweighted

Clear answer

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



In-Progress Courses	
193000 American Govt-P	0.000
173590 AP Biology-HP	0.000
136990 AP Statistics-HP	0.000
173403 Biomanufacturing Fld Wk I/II-P	0.000
016600 Ceramics I-P	0.000
054115 English IV Exp Wrtg (ERWC)-P	0.000
Comments	

Examples of Senior Year Classes



Course 4 subject*

Science (Other) x ▾

Course 4 name*

Biomanufacturing Fld Wk I/II

Course 4 level*

Dual Enrollment x ▾

Course 4 schedule*

First Semester x Second Semester x x ▾

Course 5 subject*

Physical Education/Health x ▾

Course 5 name*

PE - Weight Training

Course 5 level*

Regular/Standard x ▾

Course 5 schedule*

First Semester x Second Semester x x ▾

Enter all
your
senior
courses

Course 1 subject*

History/Social Science x ▾

Course 1 name*

American Government

Course 1 level*

College Prep x ▾

Course 1 schedule*

First Semester x x ▾

Course 2 subject*

History/Social Science x ▾

Course 2 name*

Economics

Course 2 level*

College Prep x ▾

Course 2 schedule*

Second Semester x x ▾

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



✓ Honors 1



Honors 1 title*

Expected to receive June - Seal of Biliteracy

Grade level

☐ 9

☐ 10

☐ 11

☒ 12

☐ Post-graduate

Level(s) of recognition

☐ School

☒ State/Regional

☐ National

☐ International

Next step sign your FERPA

Recommenders and FERPA



Once one FERPA Authorization is done, it will be applied to all listed colleges

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.

A screenshot of a student portal interface. At the top, there are five navigation tabs: "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The "My Colleges" tab is active. On the left, a sidebar shows a list of colleges: "Arizona State University" (selected), "College Information", "Application", "Questions", "Recommenders and FERPA" (highlighted with a blue bar), "Review and Submit - Common App", and "Boston University". The main content area is titled "Recommenders & FERPA". It features a yellow warning icon and the text "FERPA Release Authorization". Below this, it states: "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." There is a link "Learn more about FERPA". A large blue button labeled "Complete Release Authorization" is prominently displayed, with a red arrow pointing up to it from below. In the bottom right corner, there is a blue button labeled "Continue".

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.*

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

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 college 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

✓ Tests Taken

AP Subject Tests

Number of AP Tests you wish to report, including tests you expect to take*

2

Date taken or planned*

May 2022

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

Subject*

Biology

Score

☐ 5

☒ 4

☐ 3

☐ 2

☐ 1

Clear answer

Example AP Exam planned

Date taken or planned*

May 2023

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

Subject*

Calculus BC

Score

☐ 5

☐ 4

☐ 3

☐ 2

☐ 1

Clear answer

Example of SAT taken

✓ Tests Taken

SAT Tests

Number of past SAT scores you wish to report*

1

Have you taken the SAT essay?*

☐ Yes

☒ No

Clear answer

Number of future SAT sittings you expect*

☒ 0

☐ 1

☐ 2

☐ 3

Clear answer

SAT Scores

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

Highest evidence-based reading and writing score*

490



Evidence-based reading and writing date*

August 20, 2022



Date uses "month day, year" format (e.g. August 1, 2002)

Highest math score*

520



Math date*

August 20, 2022



Date uses "month day, year" format (e.g. August 1, 2002)

SAT Score Report

Imagood Student
100 Main Street
Apt 2
Anytown, MA 00000-0000

Test Center Number: 12345
CB Student ID: 12345678
High School Code: 123456
High School Name: John F. Kennedy
High School

Am I on Track for College?

Look for the green, yellow, or red symbols next to your section scores. They let you know if your scores are at or above the benchmark scores. Benchmarks show college readiness. If you see green, you're on track to be ready for college when you graduate.

If you score below the benchmark, you can use the feedback and tips in your online report to get back on track.

Benchmark scores:

Evidence-Based Reading and Writing: 480

Math: 530

How Do My Scores Compare?

A percentile shows how you scored, compared to other students. It's a number between 1 and 99 and represents the percentage of students whose scores are equal to or below yours.

For example, if your Math percentile is 57, that means 57% of test takers have Math scores equal to or below yours.

The **Nationally Representative Sample Percentile** compares your score to the scores of typical U.S. students.

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 your strongest and what you can do to boost your college readiness, go to your full report online and look for Skills Insight™.

What Are Score Ranges?

Test scores are single snapshots in time—if you took the SAT once a week for a month, your scores would vary.

That's why score ranges are better representations of your true ability. They show how much your score can change with repeated testing, even if your skill level remains the same.

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.

Your Total Score

1010 | 400–1600

50th

Nationally Representative
Sample Percentile

41st

SAT User Percentile

Section Scores

490 | 200–800

Your Evidence-Based
Reading and Writing
Score

44th

Nationally Representative
Sample Percentile

35th
SAT User Percentile



You've met
the benchmark!

520 | 200–800

Your Math Score

57th

Nationally Representative
Sample Percentile

49th
SAT User Percentile



You've scored below
the benchmark.

Test Scores

22 | 10–40

Reading

27 | 10–40

Writing and Language

26.0 | 10–40

Math

Cross-Test Scores | 10–40

24

Analysis in History/Social Studies

23

Analysis in Science

Subscores | 1–15

6

Command of
Evidence

9

Words in Context

8

Expression of Ideas

9

Standard English
Conventions

8

Heart of Algebra

9

Problem Solving
and Data Analysis

7

Passport to
Advanced Math





Activities page



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.

Writing page



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.

Instructions



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.)

Additional Information (on the bottom of the Writing page)

- ☐ Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
- ☐ Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

Clear answer

Please write an essay on the topic selected. You can type directly into the box, or you can paste text from another source.

B *I* U  

Min: 250 / Max: 650

0/650 words

Continue

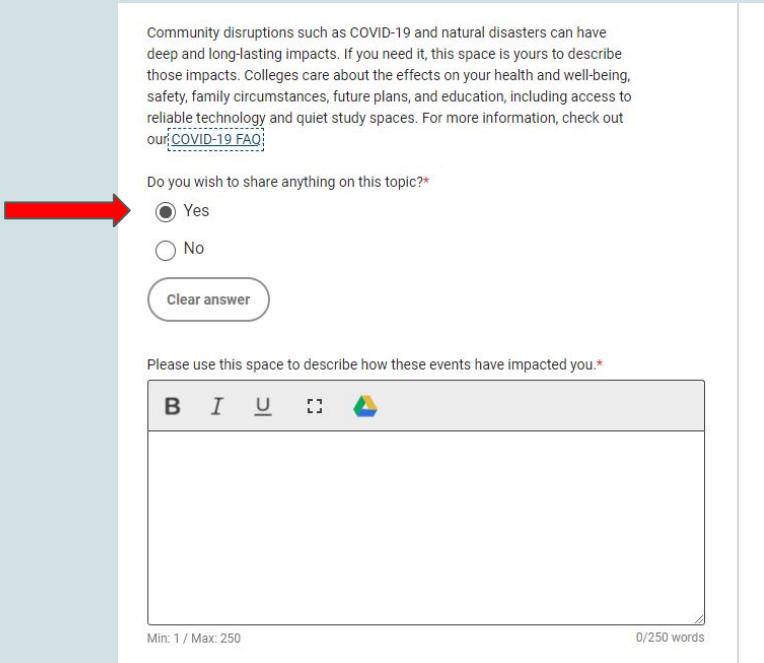
Additional Information

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





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

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



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

☒ Yes

☐ No

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)

*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

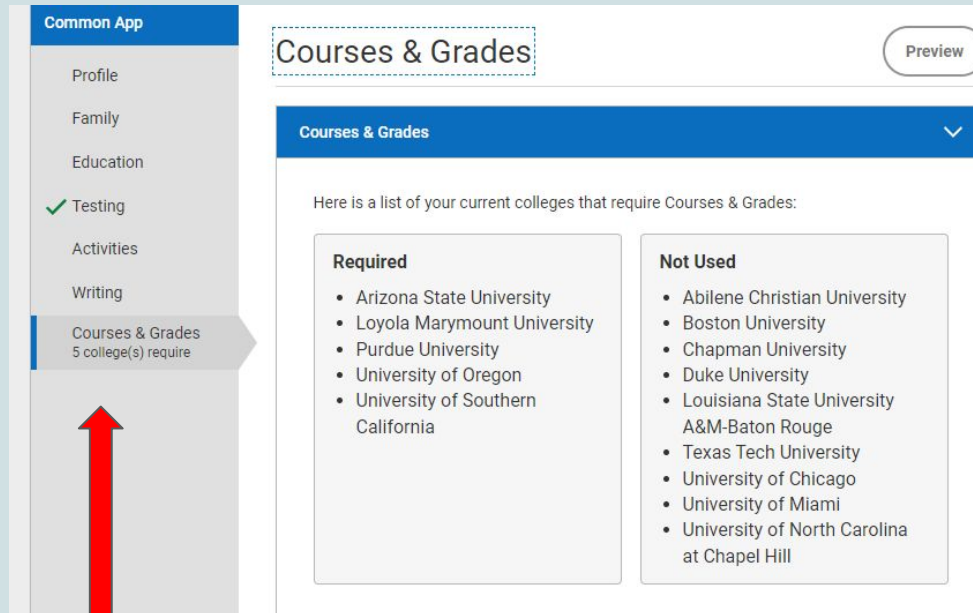
*Indicate any community college or college courses here, the course title the units earned the grade, including Dual Enrollment. Use your college transcript for this data.

*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?



The screenshot shows the Common App interface. On the left, a sidebar contains links: Common App, Profile, Family, Education, Testing (checked), Activities, Writing, and Courses & Grades (highlighted with a red arrow). The main content area is titled 'Courses & Grades' and includes a 'Preview' button. Below the title, it states: 'Here is a list of your current colleges that require Courses & Grades:'. This is followed by two columns: 'Required' and 'Not Used'.

Required	Not Used
<ul style="list-style-type: none">Arizona State UniversityLoyola Marymount UniversityPurdue UniversityUniversity of OregonUniversity of Southern California	<ul style="list-style-type: none">Abilene Christian UniversityBoston UniversityChapman UniversityDuke UniversityLouisiana State UniversityA&M-Baton RougeTexas Tech UniversityUniversity of ChicagoUniversity of MiamiUniversity of North Carolina at Chapel Hill

**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*

Examples (partial entries)

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.

[View walkthrough](#)[View FAQs](#)

Transcript #1 - Carlmont High School

School Name *	School Year *	Grading Scale *	Schedule *
<input type="text" value="Carlmont High School"/>	<input type="text" value="2019-20"/>	<input type="text" value="A-F"/>	<input type="text" value="Semesters"/>

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
			S1	S2	Final	S1	S2	Final	
<input type="text" value="History/Social Science"/>	<input type="text" value="World Studies 1 & 2"/>	<input type="text" value="College Prep"/>	<input type="text" value="A"/>	<input type="text" value="Pa..."/>	<input type="text"/>	<input type="text" value="2.5"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Other/Elective"/>	<input type="text" value="Life Skills"/>	<input type="text" value="Regular/Standard"/>	<input type="text" value="A+"/>	<input type="text" value="N..."/>	<input type="text"/>	<input type="text" value="2.5"/>	<input type="text" value="0"/>	<input type="text"/>	<input checked="checked" type="checkbox"/>
<input type="text" value="English"/>	<input type="text" value="AS English I"/>	<input type="text" value="Accelerated"/>	<input type="text" value="B"/>	<input type="text" value="Pa..."/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input checked="checked" type="checkbox"/>

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.

[View walkthrough](#)[View FAQs](#)

Transcript #1 - Carlmont High School

School Name *	School Year *	Grading Scale *	Schedule *
<input type="text" value="Carlmont High School"/>	<input type="text" value="2021-22"/>	<input type="text" value="A-F"/>	<input type="text" value="Semesters"/>

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
			S1	S2	Final	S1	S2	Final	
<input type="text" value="Biology"/>	<input type="text" value="Biotechnology 3-4"/>	<input type="text" value="Dual Enrollment"/>	<input type="text" value="B+"/>	<input type="text" value="B+"/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text" value="Art (Visual or Performing)"/>	<input type="text" value="Advance Dance"/>	<input type="text" value="College Prep"/>	<input type="text" value="A+"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input checked="checked" type="checkbox"/>

[Add another course](#)

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**