

# *Common App Tips*

## *Class of 2024*



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

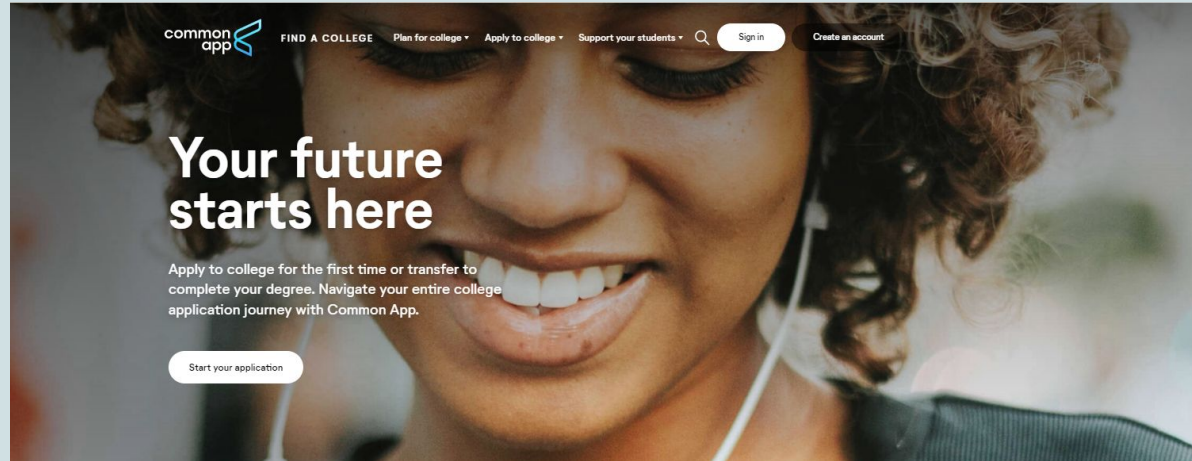
**This application is NOT for UCs or CSUs.**

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](mailto:admission@lmu.edu)  
Address: 1 LMU Dr  
Los Angeles, CA 90045  
USA

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

[f](#) [@](#) [t](#) [v](#)

**Application Deadlines**

Fall 2023	Spring 2023
<b>First Year</b> Early Action - 11/01/2022 Early Decision - 11/01/2022 Early Decision II - 01/08/2023 Regular Decision - 01/15/2023	<b>First Year</b> 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.



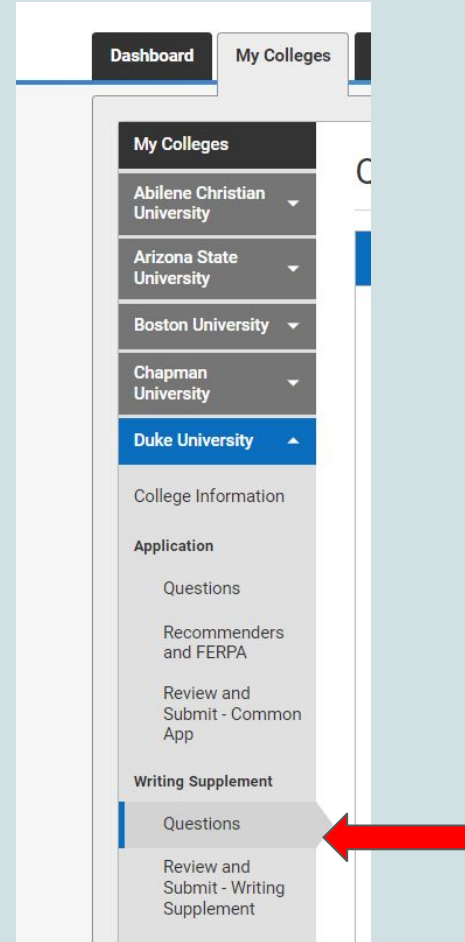
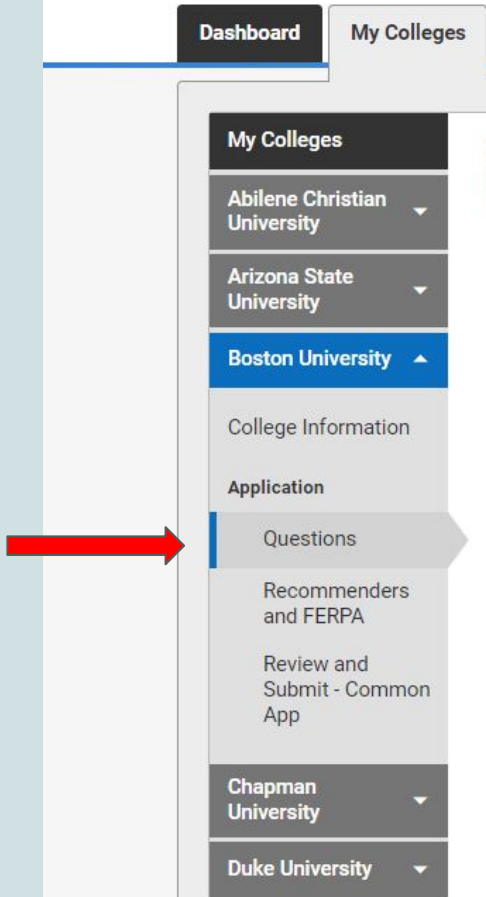
Note: The Final Report is your final transcript after you graduate. If your college only needs a School Report, email your counselor to send it.

## *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.

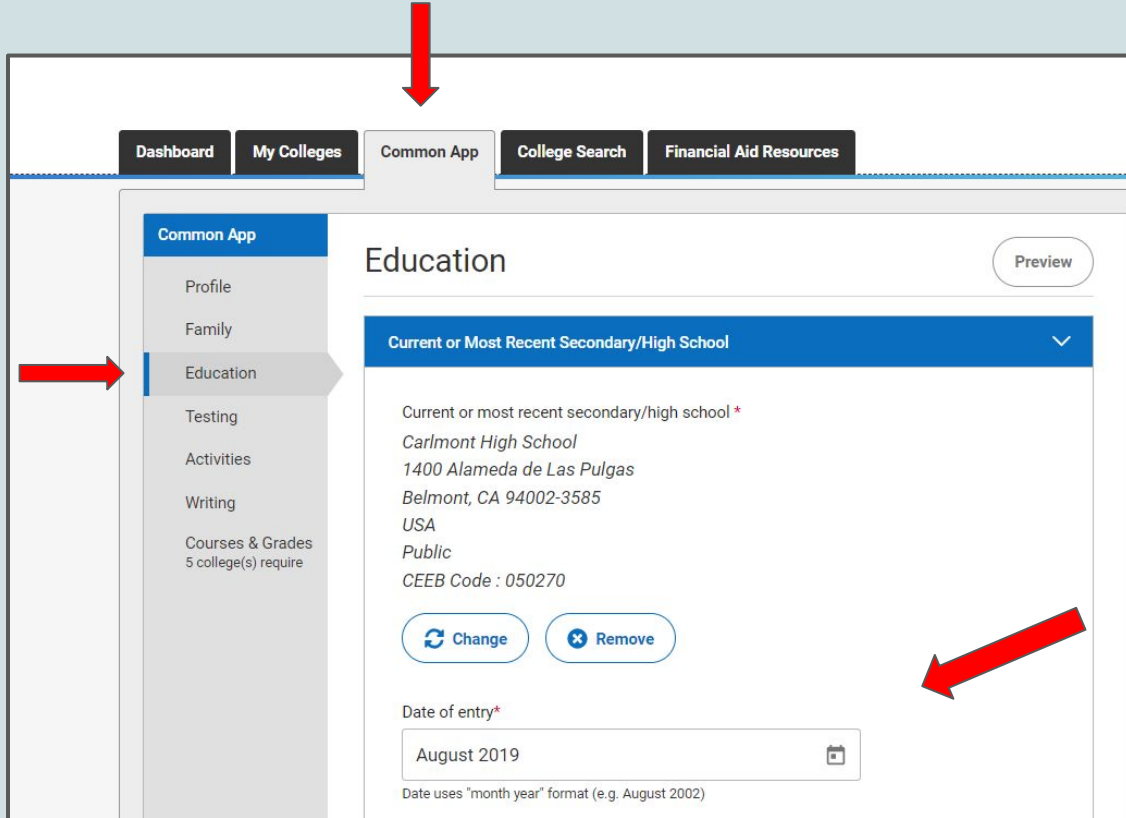
Schools that use demonstrated interest will ask if you have made contact with an admissions representative. If you have attended a college visit at Carlmont (or virtual) that is considered a contact. Ms. Pratap will have the name of the admissions representative if needed.

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. A red arrow points down to the 'Common App' tab. On the left side, there is a sidebar menu with options: Profile, Family, Education (highlighted with a red arrow pointing to it), Testing, Activities, Writing, and Courses & Grades (with a sub-item '5 college(s) require'). The main content area is titled 'Education' and has a 'Preview' button. Below the title is a section header 'Current or Most Recent Secondary/High School' with a dropdown arrow. The form contains the following text: '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 two buttons: 'Change' (with a refresh icon) and 'Remove' (with an 'x' icon). 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. 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.



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 2022



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

College 1 to date\*


June 2024



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

## Grades Section of the Education Pages

Senior Class size 587  
Carlmont does not rank  
GPA Scale Reporting 4



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

Graduating class size (approx.)\*

587

Class rank reporting

- ☐ Exact
- ☐ Decile
- ☐ Quintile
- ☐ Quartile
- ☒ None

Clear answer

GPA Scale reporting

4

×

▼

Cumulative GPA\*

4.154

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 FERPA. 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 web application interface. At the top, there is a navigation bar with five tabs: "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". Below this, on the left, is a sidebar menu under the heading "My Colleges". It lists "Arizona State University" (selected with a blue bar and an upward arrow), "College Information", "Application", "Questions", "Recommenders and FERPA" (highlighted with a grey bar and a rightward arrow), "Review and Submit - Common App", and "Boston University" (with a downward arrow). The main content area is titled "Recommenders & FERPA". It features a yellow warning icon followed by the heading "FERPA Release Authorization". Below this, a paragraph 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 that says "Learn more about FERPA". A large blue button labeled "Complete Release Authorization" is prominently displayed, with a red arrow pointing up to it from the bottom. In the bottom right corner of the main content area, 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 Resources

Creating a college essay from RACC (Regional Admissions Counselors of California) - Common App

[https://youtu.be/QV5b\\_cytiaQ?t=9](https://youtu.be/QV5b_cytiaQ?t=9)

Common App YouTube Essay 2023 - 2024



<https://youtu.be/VxIWqpGOjI8?si=35NDms6WFb4i9Jy6>

## 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

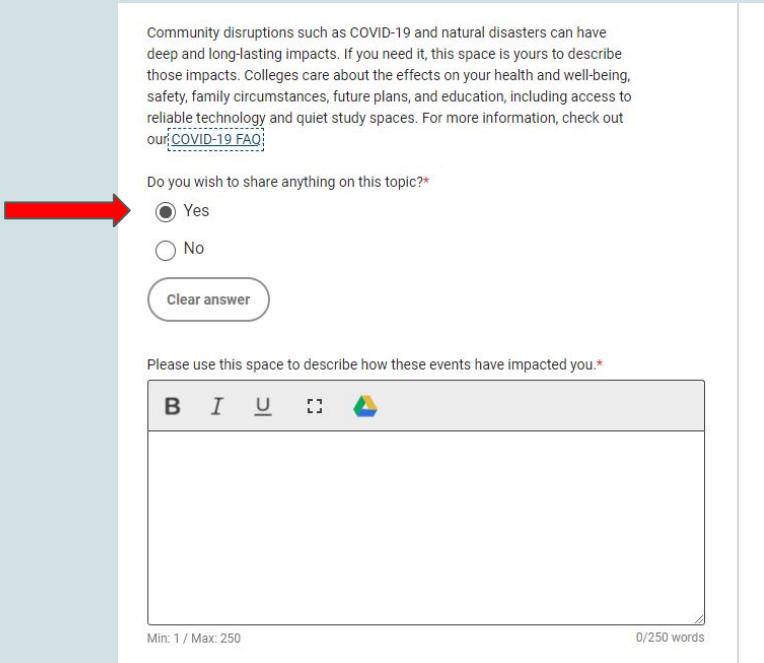


This is NOT another space to write a Personal Statement. The following pages are suggestions to include if applicable. These are just suggestions. If there is something else you would like the college to know that is not mentioned in another part of the application, this is your opportunity.

## 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)

\*Auditioned/interviewed for any course at CHS (dance, music, ASB 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, units earned, 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 and labeled '5 college(s) require'). 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:'. Two columns are shown: 'Required' and 'Not Used'. The 'Required' column lists: Arizona State University, Loyola Marymount University, Purdue University, University of Oregon, and University of Southern California. The 'Not Used' column lists: Abilene Christian University, Boston University, Chapman University, Duke University, Louisiana State University A&M-Baton Rouge, Texas Tech University, University of Chicago, University of Miami, and University of North Carolina at Chapel Hill.

Required	Not Used
• Arizona State University	• Abilene Christian University
• Loyola Marymount University	• Boston University
• Purdue University	• Chapman University
• University of Oregon	• Duke University
• University of Southern California	• Louisiana State University A&M-Baton Rouge
	• Texas Tech University
	• University of Chicago
	• University of Miami
	• University 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 *
Carlmont High School	2019-20	A-F	Semesters

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
			S1	S2	Final	S1	S2	Final	
History/Social Science	World Studies 1 & 2	College Prep	A	Pa...		2.5	5		<input type="checkbox"/>
Other/Elective	Life Skills	Regular/Standard	A+	N...		2.5	0		<input type="checkbox"/> ✖
English	AS English I	Accelerated	B	Pa...		5	5		<input 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 *
Carlmont High School	2021-22	A-F	Semesters

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

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 Ms. Pratap. 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.** If you prefer, Ms. Pratap or your counselor will review your application before you submit.

***Seniors do you have questions??***  
***Ask Ms. Pratap in your College & Career Center***  
***ppratap@seq.org***