Common App tips 2019-2020

Create Your Account
Your name should be your legal name, also matching your legal name in Infinite Campus and your College Board account and/or ACT account.

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 that is considered 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. Match your Naviance account with your Common App account (that is done on Naviance “Colleges I am applying to” page.
DO NOT request Carlmont teachers or counselors as recommenders on the Common App. Teachers should only be requested through Naviance.

Common App Tab

Colleges/Universities
List the community college that you took the course.
If you took Biotechnology III - IV, Biomanufacturing Field Work and/or AP Calculus - BC, 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.

Grades
Graduating class 518
We do not rank
GPA Scale Reporting is 4
Indicate your cumulative weighted GPA listed on your transcript (top GPA)

Current or Most Recent Year Course
- Course schedule should be first semester and second semester for all scores 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 (comments in Writing Section)
- The indication on your transcript
  \[ P = \text{College Prep} \quad HP = \text{honors/AP}\]

Testing
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

Writing Section
Additional Information - This is NOT another space to write a Personal Statement. The following are suggestions to include if applicable
- 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 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
- Indicate if you are/were enrolled in Intermediate or Advanced Dance, that is a quarter class
- Life Skills is a quarter class (optional statement)
- AP B/C Calc earns college credit as Math 251/Math 252
- If you took Algebra in middle school and/or Geometry and/or a foreign language (can not be listed anywhere else)

Courses & Grades (not all school will require this section)
We are a semester school
Our grading scale is A-F
Almost all of our course are College Prep or Honor/AP.
The indication on your transcript
P = College Prep
HP = honors/AP (we offer 6 honors courses)

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 and instructions on the right side of each page. Your counselor and Mrs Rasor is always here to assist.

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