

College Video #2 The Common Application

- 1) Not every school accepts the Common Application. To see if the schools that you are planning to apply to accept the common application, put them in your “colleges I’m thinking about” list on Naviance and check the icon next to the college’s name. If you are ready to apply, make sure you move that college into the “colleges I’m applying to” list on Naviance.
- 2) When you register, go to www.commonapp.org. Create a password, and enter information in all of the required fields. You will need to enter an email address on the Common App website which the colleges will use to contact you, so make sure you’re OK that a college would see it. It should be an email address that both you and your parents have access to. You will use this same email address to link your Naviance account to your Common App account. Write your username(email address) and password down so that you can access your account later on.
- 3) Once you are logged in, you can begin to fill out your application by clicking on the Common App tab. The information that you entered to register will already be listed in the correct spaces. You will need to add additional information. After entering information on each page, click on continue to go to the next page. You can skip around to different parts of the application as long as you complete each section before submitting your application.
- 4) On the academic information page, the CEEB code for Kellenberg is 334880. For counselor’s information, use the information that was provided in the previous handout.
- 5) When you enter your current courses, the easiest place to find the names for the courses is on the schedule you received on the first day of school, or if you apply later on this trimester, on your progress report card. Your academic courses will have a credit value of 1, while specialty classes have a credit value of ½. So English, history, math, science, religion, foreign language and college writing will all have a credit of 1. All other courses will have a credit of ½, except Art Portfolio Prep, which has a credit of 1 because it meets 6 days per cycle. Chorus, band, and orchestra have a credit of ½. American Sign Language has a credit of ½ because it meets 3 days per cycle.
- 6) If you are taking a S.C.A.L.E. course, you would put this information on the education page under where it says “Colleges & Universities”. In this section you will need to enter the name(s) of the college(s) and some other information. Make sure you click next to the line that says “course taught on secondary/high school campus.” For the degree earned question, leave this blank.
- 7) When entering your GPA, the scale is 100. Both GPA and rank are unweighted.
- 8) Even if you self-report your SAT scores on the Common App, you must still send official test scores from the College Board website by entering the college codes when you register to take the SAT. If you did not enter the college codes already, you can go to www.collegeboard.com to request that your scores be sent to the colleges. You should do this for all colleges that you apply to, not just the Common Application schools. **IF YOU ARE APPLYING TO ANY COLLEGES THAT ARE SAT OPTIONAL AND YOU DO NOT WANT THAT SCHOOL TO SEE YOUR SAT SCORES, DO NOT SELF-REPORT YOUR SCORES OR SEND THEM FROM THE COLLEGE BOARD WEBSITE.**
- 9) To access the FERPA waiver, make sure you have listed at least one of your colleges in the My Colleges section. Then click on assign recommenders. If you have completed the entire education section of the Common App, you will be able to complete the FERPA waiver at the top of that page. Make sure you waive your right.

10) In the Activities section, list activities in order of importance to you and time spent on the activity. If you have a leadership position in an activity, list that activity toward the top. If you have more than 10 activities, try to include different types of activities that will make you seem well-rounded.

11) When you are finished entering information on the site, always make sure that you log off. You can go back to the website at any time, so you don't have to fill out the entire application at one sitting. It would be a good idea to check out the essay topics before you start the process so when you get to the essay section you can copy and paste your essay into the text box right away. Also check to see if any of your colleges require an additional writing supplement.

12) On the "my colleges" page, make sure that you list all of the colleges you are applying to on the Common Application. When you have finished the main part of the Common App, click on each school name and submit the application to that college. Make sure you pay the application fee (if there is one). Fill out the member questions, the term or admissions plan, and complete the assign recommenders page. You need to have green check marks next to everything under each college name. Once you have all green check marks, you should fill out a blue card for each college in the College Placement Office, list those colleges on the "colleges I'm applying to" page on Naviance, and link your Common App account to your Naviance account.