

## College Video #2

### The Common Application

- 1) Not every school accepts the Common Application, so check the list of member schools before you start to fill out any information. 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.
- 2) When you register, go to [www.commonapp.org](http://www.commonapp.org). Create a log in name and password, and enter information in all of the required fields. Write your username and password down so you can access your account later on. You also 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.
- 3) Once you are logged in, you can begin to fill out your application by clicking on the Common Application tab on your computer screen. 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 save and next to move to the next page.
- 4) If you are asked to provide information about your guidance counselor, please list your college counselor’s information. This can be found on the “Senior College Placement” page of the Kellenberg website.
- 5) Refer to the power points on the “Senior College Placement” page of the Kellenberg website for help with questions like is your rank weighted or unweighted, etc.
- 6) 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. 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 is 1 credit since it meets each day.
- 7) If you are taking a S.C.A.L.E. course, put this information on the education page where it says “Colleges & Universities”. List the number of classes under where it says “If you have taken a college/university course since the 9<sup>th</sup> grade, please indicate the number of colleges.” You will then be able to enter the name of the college and some other information. Make sure you click next to the line that says “course taught on secondary/high school campus.”
- 8) You can enter test scores on the Common App, but only do this if you are not applying to any SAT optional colleges. **Please remember that official test scores need to be sent directly from College Board. Enter 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.org](http://www.collegeboard.org) to request that your scores be sent to the colleges. You should do this for ALL colleges you apply to.**
- 9) When you are finished entering information on the site, always make sure 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 enter your essay right away.

10) On the “my colleges” tab, 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 fill out any questions they have. Then submit the application to that college. You can see if each college has a supplement by looking under the “writing supplement” column when you are on the “dashboard” tab. Make sure you pay the application fee (if there is one). Once you have all green arrows next to the college’s name on the “dashboard” tab, you should fill out a blue card for each college in the College Placement Office.

**Reminder for applications for all schools:**

Complete the following things:

- 1) Your part – either on the common app website or the school’s website  
(Make sure you hit submit – we cannot see if you did this!)
- 2) Send SAT or ACT scores (unless the college is SAT optional)
- 3) Fill out a card in the College Placement Office (blue card for schools with a computer icon on Naviance, yellow card for schools with a postage stamp icon on Naviance)