
Using the Common App to complete your college applications



Gardner High School Guidance Department Presentation

Remind 101 Class of '21

Text: 81010

Code: @d8897g

Creating a Common App account

1. Go to www.commonapp.org
2. Click on **Applicants**
3. Click on **Create an Account**
4. Enter an **email address you check regularly** (create a personal email, please don't use your school email address.)
5. Chose a **password (see the requirements)**
6. Write down your email and password somewhere you will **remember** it - the notes section of your phone is a good place for this. **Email it to your school counselor .**



Account Creation

1 Login Credentials



2 Registration Information

Email Address*

Please complete this required question.

Re-type Email Address*

Password*

Re-type Password*



We collect your email address and share it with the colleges to which you apply so that the colleges can communicate with you directly regarding your application. We don't share your information with third parties for marketing or promotional services.

To help protect the security of your account, passwords must meet the following requirements:

- Length between 8 and 16 characters
- At least one upper case alphabetic character
- At least one lower case alphabetic character
- At least one numeric character
- At least one of the following characters: ! @ # \$ % ^ & *
- No space characters

Creating a Common App account

1. Continue the requested information for your account
2. Let's take a look at the [Dashboard](#) - this is your central location to monitor your applications, deadlines and progress.



Adding colleges you will apply to

1. Click on the **My Colleges** tab
2. Click on **College Search**
3. Enter the information about your [colleges](#) here
4. Once you locate a school, click **search** - click the school and click **add**
5. Check your dashboard and the school should now be listed there
6. Return to the **College Search** to add another school



Completing the application

Click on the **Common App** tab and complete the requested information for each section:

Profile

Activities (your activities resume

Family

will help you with this section)

Education

Writing (you will copy and paste

Testing

your essay here)

Whenever you click continue, your information will automatically be saved.

Reporting your Current Courses (Click play button at lower left to watch how)

The screenshot shows a web browser window with the URL <https://www.commonapp.org/ca4app#ic/0/24?side=4&t=1407>. The browser tabs include "My Drive - Google Drive", "Common Application Worksh...", "The Common Application", and "Common Application - Regist...". The website navigation includes "Dashboard", "My Colleges", "Common App", and "College Search".

The main content area is titled "Common Application" and features a sidebar menu with options: Profile, Family, Education (highlighted), Testing, Activities, and Writing. The "Education" section is expanded to show a list of categories: Current or Most Recent School, Other School, Community-Based Organizations, Education Interruption, College & Universities, Grades, **Current Year Courses** (highlighted), Honors, and Future Plans.

The "Current Year Courses" section contains the following text and form elements:

- Text: "Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year."
- Text: "How many courses would you like to report? *
- Form: A dropdown menu with "Select" as the current selection.
- Text: "Please select the course scheduling system your institution is using."
- Form: A dropdown menu with "Select" as the current selection.
- Buttons: "Back" and "Continue".

On the right side of the page, there is an "Instructions & Help Center" section with two sub-sections:

- College Credit Courses**: "If a course grants the student both high school and college credit, then the student should list th ... [+] [more] →"
- Course level**: "If a course has a level designation that is not included in the choice list, please include the lev ... [+] [more] →"

The Windows taskbar at the bottom shows the system clock as 10:27 PM on 8/6/2014, along with icons for various applications and system utilities.

Reporting your Class Rank and GPA

(use your transcript and college app cheat sheet; click on play button at lower left to watch how)

The screenshot shows a web browser window with the URL <https://www.commonapp.org/ca4app#ic/0/23?sid=4&t=1407>. The page is titled "Grades" and contains the following fields:

- Class rank reporting:** A dropdown menu with "Select" as the current option.
- Graduating class size:** A text input field with a red asterisk (*) next to it.
- Cumulative GPA:** A text input field.
- GPA scale:** A dropdown menu with "Select" as the current option.
- GPA weighting:** A dropdown menu with "Select" as the current option.

At the bottom of the form, there are two buttons: "Back" (a blue link) and "Continue" (a red button). Below the form, there are three expandable sections: "Current Year Courses" (with a green checkmark), "Honors", and "Future Plans".

On the right side of the page, there is a small box with the text: "You should report your current Class Rank and GPA, even if they might change later in the school year... [+]" and a "[more]" link with a red arrow.

The Windows taskbar at the bottom shows the time as 10:44 PM on 8/6/2014. The system tray includes icons for network, volume, and power.

When it asks you to enter grades:

Click NO- *I don't have access to my transcript.
Even if you have a copy.

This isn't required it's a trial question. We will
upload your transcript.

SAT/ACT Scores

As many colleges are going test optional we recommend not sending any SAT/ACT scores until you get them. If you score well, then send them but refer to the schools average test scores for admitted students before sending.

*For a competitive major such as: nursing, engineering, physical therapy-they can help your applications if you score well.

Class of 2021 Information

Graduation date: June 5, 2021

GRADING PERIOD: 9/17-6/20

RANK: Weighted ___#___ of 130 (Class size)

GPA-Unweighted

Highest GPA: 98.24 (unweighted)

Class of 2020 -2 yr: 41.8%

Class of 2020- 4 yr: 38.2%

AP Classes: 15 Honors Classes: 24

How to upload your essay

1. Click on the **essay prompt** you are responding to
2. Cut and paste your essay from wherever you have it saved - if formatting is an issue, there are tips on the common app as to how to fix those (Be sure an English teacher has proofread this!)
3. Check each college on your dashboard - some may require an additional writing supplement



How to Assign Counselor as Recommender

(You must click on **each college individually** to assign recommenders - you must also have the **education** portion of your application completed; click on the play button in the lower left side to watch how)

The screenshot shows the Common Application website interface. At the top, there is a navigation bar with the Common Application logo on the left and a user profile on the right that says "Welcome, Christine! First Year | CAID 12359323" and a "Sign Out" button. Below the navigation bar are tabs for "Dashboard", "My Colleges", "Common App", and "College Search". The "My Colleges" tab is active, displaying a table with the following columns: "My Colleges (1)", "Deadline", "Application", and "Writing Supplement". The table contains one entry for "Assumption College". The "Deadline" column has a dash, the "Application" column has a yellow dot, and the "Writing Supplement" column has a red minus sign. To the right of the table is a sidebar with sections for "Instructions & Help Center", "School does not have my application", "School Requirements", "How to submit?", "Progress Status", and "Dashboard". The Windows taskbar is visible at the bottom of the screen.

My Colleges (1)	Deadline	Application	Writing Supplement
▶ Assumption College	—	●	—

How to Assign other Recommenders

(You must do this for each college individually; click on the lower left hand side to play and watch how)

The screenshot shows a web browser window with the URL <https://www.commonapp.org/ca4app#im/22/RecAssign/?sid:>. The browser tabs include 'My Drive - Google Drive', 'Common Application Worksh...', and 'The Common Application'. The page content is organized into a sidebar and a main area.

Application
(0 of 3 Completed)

- Questions
- Recommenders and FERPA**
- Review and Submit - Common App

✓ FERPA Release Authorization
I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

✓ Counselor

Judy Mack School Counselor	Invited: 08/06/2014
School Report	Not started
Optional Report	
Mid Year Report	
Final Report	

• Teacher
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 1 Allowed: 2

[Invite Teacher](#)

✓ Other Recommender
Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted: Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, Other

Required: 0 Allowed: 2

[Add Another](#)

Recommender Information does not change
Once a recommender has been added and invited, the name and title you entered cannot be changed ... [+]
[\[more\]](#)

Resend a Recommender Invite
From the "Assign Recommender" page, click on the link "Manage Recommender". The page with the li ... [+]
[\[more\]](#)

FERPA Waiver
All applicants complete the FERPA waiver from within their Common App accounts by clicking the A ... [+]
[\[more\]](#)

Adding and assigning recommenders for Naviance schools
If your school uses Naviance, you will not be able to assign Counselor or Teacher recommendation ... [+]
[\[more\]](#)

Don't forget to assign your teacher recommendation!
If you see the "assign" button beside the name of your teacher, this means you need to assign this ... [+]
[\[more\]](#)

Other Evaluations
All required recommendations, whether teacher or other, are school specific (meaning each school ch. [+]

The Windows taskbar at the bottom shows the time as 11:15 PM on 8/6/2014.

Don't click submit until you see your guidance counselor!

We want to be sure your application is correct and error free.

Please make an appointment (Zoom if needed) with your guidance counselor one week prior to your deadline to review your application.

You will not need to do this for each college if you are applying to several schools via the common app since the information is the same. You do need to do this for each state college application.

Your English teacher must be proofreading your essay and writing supplements. **THIS IS VERY IMPORTANT.**

Once it is submitted-no changes are allowed~Please review it often.



Questions?

This powerpoint is posted under the Guidance link of the GHS website so you can watch it as many times as you need to.

Whenever you see an item in blue underlined, click on the link to open that example on the actual common application.



State College Applications

Fitchburg, Westfield, Salem, and Worcester have separate online applications. Create an account, start filling it out, but DO NOT submit until you have reviewed the application with your school counselor. Send us your login and password to check your application.

Guidance have to mail-transcripts, letters of recommendations, and a report card to each school after it has been submitted. You must apply by the deadline but your application will not be reviewed until after mid-term 1 report cards are issued in November!

To Do List:

Make sure:

- *You have requested 2 academic letters of recommendation and one from your guidance counselor by September 30th.
 - *Are working on your essay with your English teacher.
 - *Have your activities resume completed for October 23rd.
 - *Your transcript release form is on file with Mrs. LeBlanc in guidance.
 - *Create your FAFSA account and get your FAFSA ID. -Student & Parent for October 1 filing. fafsa.gov
 - *College visits-start your campus visits- Virtual Open Houses are available
 - *Make a list of ALL deadlines- You need to make sure you apply ontime!!!
-

DATES to REMEMBER

*SENIOR PARENT NIGHT-Oct 6th

6:30 PM Zoom Meeting-class activities-guidance-yearbook-Important-only time this is offered!

*FINANCIAL AID MEFA WEBINARS

Held daily starting September 28th. See slide. www.mefa.org

*MWCC

*Free non-binding application for ALL seniors. Apply at www.mwcc.edu

Once you apply, let us know we can send your transcript. If you have questions, please ask before submitting the application.

Financial Aid Seminars Online

Daily College Financing Webinars for Families

Beginning Monday, September 28th through Thursday, November 5th , we will host a live College Financing webinar daily every Monday through Thursday, with daytime and evening hours. All webinars will be recorded and available online for families who are unable to attend a live event. Our webinar will provide a comprehensive overview of the full financial aid application process. Presenters will include MEFA staff members as well as guests from financial aid offices across the Commonwealth, providing families the opportunity to hear from many of the most knowledgeable financial aid leaders in the industry.

We invite you to share the graphic below with your students and families, and direct everyone to mefa.org/events to register for a live webinar. If you have any questions, or your families do, please reach out to us at (800) 449-MEFA (6332) or collegeplanning@mefa.org.
