

Applying to College???

EACH COLLEGE MUST HAVE 3 “ITEMS” TO CONSIDER YOUR APPLICATION COMPLETE AND BEGIN THE PROCESS OF MAKING AN ADMISSIONS DECISION:



1. APPLICATION!

Your application is complete when you have previewed the entire application, signed electronically, and paid the fee. You must do this separately for EACH college’s deadline!

2. TEST SCORES! *(This can be done prior to finishing the application.)*

You must send test scores directly from the testing agency to EACH college. The scores must reach the college before the deadline. This cannot happen instantly or even overnight.

3. CHS TRANSCRIPT! *(This can be done prior to finishing application.)*

You must stop in your guidance office to complete a Request for Transcript form and submit \$2 for each college. You must give you counselor AT LEAST 3 SCHOOL DAYS TO COMPLETE YOUR TRANSCRIPT REQUEST! This also cannot happen instantly, overnight, or when school is closed. Please plan ahead and do not wait until the last minute.

2 WAYS TO APPLY:

Individual School Applications	Universal Applications
<ul style="list-style-type: none">• Accessed through each school’s website• Sometimes faster than universal applications• Beneficial if only applying to a few schools and no universal application schools• Essay topics may differ from school to school• If applying to multiple schools, requires applicants to enter the same information multiple times• Not all schools have individual school applications	<ul style="list-style-type: none">• Common Application is the most widely used<ul style="list-style-type: none">• Accessed through an outside website• Time-consuming to initially complete• Beneficial if applying to multiple schools• Common essay submitted for each school• Convenience of one portal to manage all applications• Not all schools are on the Common Application

For a step-by-step guide to completing the Common Application, refer to the rest of this packet. 😊

Common Application Tip Sheet

1. Go to commonapp.org and select "Apply Now" to create your account
 - Use an email address you check often or create one you AND your parents can access for all college correspondence
 - Write down your password or save it in your phone!
2. Click on "College Search" to select the universities/colleges you want to apply to. Click the box next to the college name and select "add." **Once added, you can view the college's deadlines, application fees, required recommendations, required essay/other writing supplements. It is YOUR responsibility to have all sections submitted by the college's deadline!**
NOTE: You can add and delete colleges at any time, but application requirements and sections change for each school. Please add at least a few before you start working on your application.
3. Once logged on, select the "Common App" tab and complete the following sections:
Profile, Family, Education, Testing, Activities, Writing (there are MANY questions within each section!)
4. Once you've completed these sections, you will see a green check mark next to each. You must complete these sections prior to finishing the rest of the application. Here are some tips for each section:

Profile:

- Anything with a red asterisk is required to complete (not required to answer questions regarding religion, armed forces status, race)
- Scholarship Information: The Common Application has partnered with Scholar Snapp, a technology developed by the Michael & Susan Dell Foundation, to connect students with scholarships to help pay for college. You will be asked if you are interested in participating in this free pilot program- discuss with parents. CHS distributes our own Scholarship Update.
- Common App Fee Waiver – must be approved by your guidance counselor

Family:

- You need to know your parents' occupations, name of employer, level of education, names of the universities/colleges they attended, name of degree, and year they earned that degree

Education:

- Choose the correct "Centerville High School" in Dayton, OH, CEEB Code: 360850
- **Date of Entry: August 2016** **Graduation Date: May 2020**
- Counselor's Info: See Senior Conference Handout or website
- Only enter in college/university level courses if you're earning college credit from your block program, you're a part of College Credit Plus, or you've completed college-level credit flex courses (do NOT count AP courses)
 - All CCP courses (whether at CHS or through colleges) are considered "dual enrollment"
- **Class Rank Reporting: Exact**
- **Class Rank – see guidance counselor**
- **Rank Weighting: Weighted**
- **Graduating Class Size – see guidance counselor**
- **Cumulative GPA – see guidance counselor**
- **GPA Scale: 4 (this means an "A" = 4.0)**
- **GPA Weighting: Weighted if you've taken honors or CCP level courses; Unweighted if you have not**
- List all senior year courses and do NOT abbreviate their titles
 - Choose AP if taking an honors/AP level course
 - Choose Accelerated if taking an enriched level course
 - Select Dual Enrollment for any CCP courses, including college credits from block programs
- May list up to 5 honors (awards) earned within 9-12 grade, such as AP Scholar, current NHS candidate, or any other specific awards you have earned. Start with your top honor.

Testing:

- **You MUST send your official ACT and/or SAT Test scores to your university/college directly from the testing company – visit actstudent.org or collegeboard.org**
- You can choose to self-report any of your test scores on Common App OR you can opt-out and not report any since you will send them via the testing company

- Note: Even if you self-report, official scores must be sent as soon as possible. This includes: ACT, SAT, SAT Subject, and AP scores
- You'll select the tests, number of scores you want to report from that test, number of future sittings for that test, composite score, and each section score (ACT/SAT) with the date that you earned that score

Activities: You have the option of reporting 10 activities. Be ready to report the activity type, leadership position (if held), years of participation, timing of participation, hours spent per week, weeks spent per year, and if you intent to participate in a similar activity in college

Personal Essay:

- Some colleges require submission of the personal essay, but not all. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college.
- The essay must be pasted in or typed directly in the box
- You have 250-650 words and must select a prompt to answer
- When you save, you will not know if the formatting took. You will need to wait until you Preview to check the formatting. Check as italics, bold, and underline make the text increase in size and occasionally cuts out text.

Disciplinary History:

- Be honest – if answering “yes” emphasize what you've learned from the situation.

Additional Information:

- This is a place to explain or clarify potential struggles or challenges you had. This may include shifts in your education, personal struggles that impacted your education, or difficulties with the law. Be authentic, but focus on remorse or the positive consequences. Don't feel you need to fill the 650 words.

COURSES & GRADES – this section will only appear once you have added a college that requires it

- Answer “YES” to the four initial questions.
 - While you can say “No” to indicate that you do not have access to your transcript, you do. It might be questionable if other students from your high school self-report their grades and you do not. Colleges will receive your “official” transcript directly from the school counselor after you complete a Transcript Request Form, but self-reporting “unofficially” is expected.
- Obtain a copy of your unofficial transcript from your guidance office. (There is no fee for this.)
- Proceed to the 9th grade tab and follow the Course Assistant for the first time. (You can skip this later, but at least complete it the first time.) **Do NOT enter middle school courses in 9th grade!**
 - School years: 9th (16-17); 10th (17-18); 11th (18-19); 12th (19-20)
- Grading Scale: “Other”
- Schedule: “Semesters”
- Enter the first course name from 9th grade exactly as the transcript says.
- Choose the most appropriate subject for that course
 - “Regular/Standard” – all CHS courses without Essentials, Enriched, Accelerated, Honors, AP distinction
 - “Enriched” – CHS courses with the “Enriched” distinction
 - “Accelerated” – only use for “Accelerated Physics” or summer coursework
 - “Honors” – CHS courses with the “Honors” distinction, including Pre-AP Honors courses
 - “AP” – AP courses, including HAP courses
 - “Dual Enrollment” – all CCP coursework
 - “N/A” – Essentials level coursework
- Report Course Grades – only enter semester letter grades and symbols as they appear on your transcript. Do not enter a final grade. Enter the semester grade in the semester in which you took the course.
- Report Course Credits – enter credits as they appear on your transcript. Enter 1.0 in “Final” for yearlong courses. Enter the semester credit in the semester in which you took the course.
- Once you have used the Course Assistant the first time, you can continue to use it or enter straight into the course grid for each grade level. **Do NOT enter 10th grade courses in the 9th grade grid!**

Example Transcript:

Year: 2015-2016 School Year Grade: 09
 Building: Centerville High School

Course	Level	SM1	SM2	Credit
9 Modern World History Std.	1	A-		0.5
Biology 1	1	A-	A	1
Concert Band	1	B+	A+	1
English 9 Enriched	1	B+	A-	1

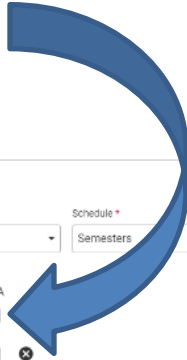
Courses & Grades – 9th grade

Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1 - Centerville High School

School Name * Centerville High School School Year * 2015-16 Grading Scale * Other Schedule * Semesters

Subject *	Course Name *	Course Level *	Semester Grades			Semester Credits			N/A
			S1 *	S2 *	Final *	S1 *	S2 *	Final *	
History/Social Science	9 Modern World History Std.	Regular/Standard	A-			0.5			<input type="checkbox"/>
Biology	Biology 1	Regular/Standard	A-	A				1	<input checked="" type="checkbox"/>
Art (Visual or Performing)	Concert Band	Regular/Standard	B+	A-				1	<input checked="" type="checkbox"/>
English	English 9 Enriched	Enriched	B+	A-				1	<input checked="" type="checkbox"/>



- Continue to report courses for each grade level
- Courses for 12th grade – select “No”
- “Other Courses” – Enter middle school grades here. Use “P” for Pass.
- Finally, you may preview your entries to check your self-report. It probably will not be perfect. Do your best, and remember, the “official” transcript will be sent directly to the school when you request it in the guidance office.

5. From “Dashboard” you can click on the school name and answer each college’s questions, assign recommenders, and Review & Submit your entire Common App.

MAKE SURE YOU SELECT THE CORRECT ADMISSIONS PLAN FOR EACH SCHOOL!

Recommenders and FERPA

FERPA – You have an option to sign a release, waiving your right to view your recommendations and supporting documents submitted on your behalf. While you do not have to waive your right, many recommenders will not submit information if you do not (much like a sealed envelope with a recommendation inside should not be opened by the student). There is a link to view a YouTube video further explaining FERPA under this section.

Recommenders:

Counselor: Invite your guidance counselor! Your guidance counselor must be included in order to complete the School Report and submit your transcript (this will be the second time you enter your counselor’s information).

Teacher: Choose a teacher who knows you well and has had you in class. Complete the teacher’s information and select “Add Recommender.” Back on the “Recommenders and FERPA” tab, make sure to also assign your recommender. Check-in with the teachers to make sure they received the email invitations from Common App and give them a specific deadline to upload it. Ideally, your teacher letter of recommendation should be submitted at the same time or before your application.

Log back in to Common App to check the status of your recommenders. For the letters of rec written by the teachers, you will see “Submitted” and the date once it is done. For the School Report, you will see a green check mark once it is done.

Advisors: This is not for staff at Centerville City Schools! Counselors are not permitted to be both recommenders and advisors. This is for a professional, family member, or trusted friend who may be assisting you with your application. They can view your application, but they cannot alter or submit it. You do not have to enter an Advisor.

6. **Notice all deadlines for each school – it is YOUR responsibility to make sure all parts of your application are in by this deadline (this includes the counselor portion and letters of rec submitted by teachers)**