

Enter Coursework in the Common Application

Only a few colleges want you to enter all coursework on the Common App. Here are examples of what it will look like.

1. **School Name** - First select Eastlake High School or the school whose transcript you will use for 11th grade. More schools can be added in the education section of your Common App.
2. **School Year** - Next choose the school year.
3. **Grading Scale** - Choosing the grading scale. Eastlake HS uses the grading scale **A-F**.
4. **Schedule** - Choosing the schedule. Select **Semesters** if you are **full-time/part-time at Eastlake HS** or a **part-time Running Start** student. Select **Quarters** if you are a **full-time Running Start Student**.
5. **Subject** - Select the subject of your first course.
6. **Course Name** - Enter the course name **EXACTLY** as it appears on your transcript.
7. **Course Level** - Choose the course level for the class.
8. **Grades** - Enter the grade(s) you received for this course. You will not enter a final grade. For courses taken at Eastlake HS, the final grade will be left blank.
9. **Credits** - Enter the credit(s) you received for this course. You will not enter a final grade for courses that have a breakdown by quarter/semester. For courses taken at Eastlake HS, the final credits will be left blank.

The image shows a screenshot of the Common App coursework entry form with numbered callouts 1 through 9 pointing to specific fields. The form is partially filled out with the following information:

- 1. School Name:** Eastlake High School
- 2. School Year:** 2022-23
- 3. Grading Scale:** A-F
- 4. Schedule:** Semesters
- 5. Subject:** Geometry
- 6. Course Name:** CC Geometry
- 7. Course Level:** Regular/Standard
- 8. Semester Grades:** S1: A, S2: B+, Final: (blank)
- 9. Semester Credits:** S1: .5, S2: .5, Final: (blank)

The form also includes a table for entering multiple courses with columns for Subject, Course Name, Course Level, Semester Grades (S1, S2, Final), and Semester Credits (S1, S2, Final, N/A).

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Courses Taken at Eastlake High School – Full-time

1. **Accelerated Pace:** Even if you are taking a course at an accelerated.
2. 'Honors' and 'Advanced Placement' only apply if they are in the title of the course.
3. **College in the High School (CHS):**
 - Select 'Dual Enrollment' if you applied for dual enrollment and earned college credit.
 - Select 'Advanced' if you are receiving EHS credit only.
4. **Office Assistant/TA** – Course level = 'n/a'

Courses & Grades – 11th grade
Use this grid to report your courses exactly as they appear on your transcript.

School Name: Eastlake High School | School Year: 2022-23 | Grading System: A-F

Subject	Course Name	Course Level	Semester Grades			Semester Credits			N/A
			S1	S2	Final	S1	S2	Final	
Geometry	CC Geometry	Regular/Standard	A	B+		.5	.5		<input type="checkbox"/>
History/Social Science	Honors World History	Honors	B+	A-		.5	.5		<input checked="" type="checkbox"/>
Foreign/World Language	CHS French	Dual Enrollment	Honors World History			Honors			<input checked="" type="checkbox"/>
Foreign/World Language	CHS Spanish	Advanced	AP Computer Science			Advanced Placement (AP)			<input checked="" type="checkbox"/>
Computer Science	AP Computer Science	Advanced Placement (AP)	A-	B-		.5	.5		<input checked="" type="checkbox"/>
Other/Elective	Office Assistant/TA	N/A	S-			.5			<input checked="" type="checkbox"/>

1 ACCELERATED PACE: Even if you taking a course at an accelerated pace (e.g. Geometry in 9th grade, the course level is still REGULAR/STANDARD.

2 HONORS and ADVANCEMENT PLACEMENT only apply if they are in the title of the course.

3 COLLEGE IN THE HIGH SCHOOL (CHS): DUAL ENROLLMENT if you applied for dual enrollment and earned College Credit. ADVANCED if you are receiving EHS credit only.

4 OFFICE ASSISTANT /TA: Course Level = 'N/A'

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Courses Taken as a FULL-TIME Running Start Student

1. **Schedule:** Select "Quarters" as your schedule
2. **Course Level:** Select 'Dual Enrollment for the Course Level
3. **Quarter Grades/Credits:** Enter quarter grades and credits, accordingly
 - Fall Quarter = 1st Quarter
 - Winter Quarter = 2nd Quarter
 - Spring Quarter = 3rd Quarter
 - 4th Quarter will remain blank unless you took classes during summer school.

The screenshot shows the Common Application course entry form. Red callouts are placed over specific fields to indicate where to enter information for a full-time running start student:

- Callout 1:** Points to the **Schedule *** dropdown menu, which is set to "Quarters".
- Callout 2:** Points to the **Course Level *** dropdown menu for the "Business 101" course, which is set to "Dual Enrollment".
- Callout 3:** Points to the **Quarter Grades *** and **Quarter Credits *** grid for the "Business 101" course. The grid shows grades for Q1, Q2, Q3, Q4, and Final, along with credit values for each quarter and the final grade.

Subject *	Course Name *	Course Level *	Quarter Grades *					Quarter Credits *					N/A	
			Q1	Q2	Q3	Q4	Final	Q1	Q2	Q3	Q4	Final		
Chemistry	Chemistry 121	Dual Enrollment	B+					1.0						
English	English 101	Dual Enrollment												
Other/Elective	Business 101	Dual Enrollment		B					1.0					
		Dual Enrollment			A						1.0			

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Courses Taken as a PART-TIME Running Start Student:

1. **Schedule:** Select "Semesters"
2. **Course Level:** Select 'Dual Enrollment' for the Course Level
3. **Quarter Grades/Credits:** Enter quarter grades and credits, accordingly
 - Fall Quarter = 1st Semester
 - Winter/Spring Quarter = 2nd Semester

The screenshot shows the Common Application coursework entry form. At the top, there are fields for 'School Name' (Eastlake High School), 'School Year' (2021-22), and 'Schedule' (Semesters). A purple box with a '1' highlights the 'Schedule' dropdown. Below this is a table for entering course information. A red box with a '2' highlights the first two rows of the table, which are for 'Chemistry' and 'English'. A black box with a '3' highlights the last two rows, for 'Biology' and 'Geometry'. The 'Geometry' row is highlighted with a green border.

		Semester Grades *			Semester Credits *		
Chemistry	Chemistry 101	Dual Enrollment	A-		1.0		
English	English 101	Dual Enrollment		B+		1.0	
Biology	AP Biology	Advanced Placement (AP)	A	A-	.5	.5	
Geometry	CC Geometry	Regular/Standard	A	B+	.5	.5	