

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 Lake Washington 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. LWHS uses the grading scale **A-F**.
4. **Schedule** - Choosing the schedule. Select **Semesters** if you are **full-time/part-time at LW 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 LWHS, 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 LWHS, the final credits will be left blank.

The screenshot shows the Common App coursework entry form with the following fields and callouts:

- 1. School name:** A dropdown menu with "Eastlake High School" selected.
- 2. School year:** A dropdown menu with "2022-23" selected.
- 3. Grading scale:** A dropdown menu with "A-F" selected.
- 4. Schedule:** A dropdown menu with "Semesters" selected.
- 5. Subject:** A dropdown menu with "Geometry" selected.
- 6. Course name:** A text input field with "CC Geometry" entered.
- 7. Course level:** A dropdown menu with "Regular/Standard" selected.
- 8. Grades:** A table with columns for Semester Grades (S1, S2, Final) and Semester Credits (S1, S2, Final). The S1 grade is "A" and the S2 grade is "B+".
- 9. Credits:** A table with columns for Semester Credits (S1, S2, Final). The S1 credit is ".5".

Semester Grades *			Semester Credits *			N/A
S1	S2	Final	S1	S2	Final	
A	B+		.5	.5		<input type="checkbox"/>

Semester Credits *		
S1	S2	Final
.5		

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Courses Taken at LW 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 LWHS 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		
History/Social Science	Honors World History	Honors	B+	A-		.5	.5		
Foreign/World Language	CHS French	Dual Enrollment	Honors World History			Honors			
Foreign/World Language	CHS Spanish	Advanced	AP Computer Science			Advanced Placement (AP)			
Computer Science	AP Computer Science	Advanced Placement (AP)	A-	B		.5	.5		
Other/Elective	Office Assistant/TA	N/A	S-			.5			

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 coursework entry form. Red callouts highlight the following sections:

- Callout 1:** The "Schedule" dropdown menu, which is set to "Quarters".
- Callout 2:** The "Course Level" dropdown menu for the "Business 101" course, which is set to "Dual Enrollment".
- Callout 3:** The "Quarter Grades" and "Quarter Credits" table for the "Business 101" course.

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												
Other/Elective	Business 101	Dual Enrollment		B					1.0				
					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
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