

# 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 11<sup>th</sup> 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 LWHS 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 values:

- School Name:** Lake Washington High School
- School Year:** 2022-23
- Grading Scale:** A-F
- Schedule:** Semesters
- Subject:** Geometry
- Course Name:** CC Geometry
- Course Level:** Regular/Standard
- Semester Grades:** S1: A, S2: B+, Final: (blank)
- Semester Credits:** S1: .5, S2: .5, Final: (blank)

Numbered callouts (1-9) point to the following instructions:

- School name:** First select the school whose transcript you will be using for 11th grade. More schools can be added in the Education section of your Common App.
- School year:** Next, choose the school year when you were in 11th grade.
- Grading scale:** Choose the grading scale that best represents the types of grades displayed on your transcript.
- Schedule:** Choose the schedule that your school uses to report grades.
- Subject:** Now you're ready to start entering courses! Select the subject that best represents your first course listed for this grade.
- Course name:** Enter the course name exactly as it appears on your transcript.
- Course level:** Then choose the course level for this class. Ask your counselor if you are unsure which to choose.
- Grades:** Next you'll enter the grade(s) you received for this course. If your transcript does not show a breakdown throughout the year or does not show a final grade, leave those inputs blank.
- Credits:** Finally you'll enter the credit(s) you received for this course. If your transcript does not show a breakdown throughout the year or does not show final credits, leave those boxes blank.

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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 \*  School Year \*  Grading System \*

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, 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 App course entry form. Red boxes and numbers highlight the following sections:

- 1** (Schedule): A dropdown menu labeled "Schedule \*" with "Quarters" selected.
- 2** (Course Level): A dropdown menu labeled "Course Level \*" with "Dual Enrollment" selected.
- 3** (Quarter Grades/Credits): A table for entering grades and credits for each quarter.

Other visible fields include:

- School Name: Lake Washington High School
- School Year: 2022-2023
- Grading Scale: A-F
- Subject: Chemistry
- Course Name: Chemistry 121
- Other subjects listed: English, Business 101

Quarter Grades *					Quarter Credits *				
Q1	Q2	Q3	Q4	Final	Q1	Q2	Q3	Q4	Final
B+					1.0				
	B					1.0			
		A					1.0		

# Enter Coursework in the Common Application

## 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 interface. At the top, there are fields for 'School Name' (Lake Washington High School) and 'School Year' (2022-2023). Below these are two 'Schedule' dropdown menus, both set to 'Semesters', with a purple circle and the number '1' highlighting the first one. The main table has columns for 'Semester Grades' and 'Semester Credits'. The first two rows are highlighted with a red border and a red circle with the number '2'. The third row is highlighted with a green border and a black circle with the number '3'.

		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	.5	.5
Geometry	CC Geometry	Regular/Standard	A	.5	.5