

CommonApp Tips - 2024/25

CommonApp Tutorials & Videos:

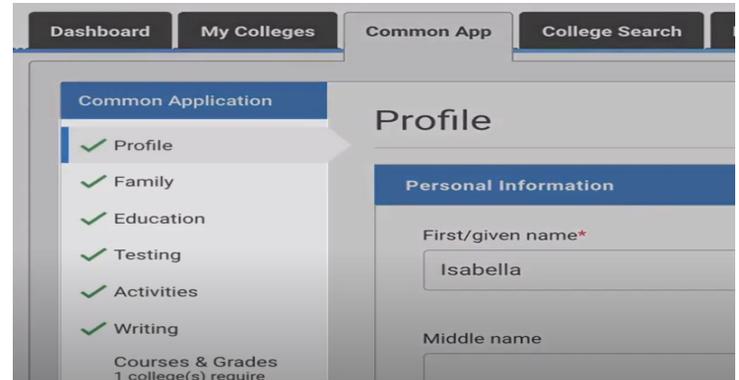
[AXS Tutorial – CommonApp Tutorials, Walkthrough, & Videos](#)

[Filling Out the College Application: Common Application Walkthrough \(article\) | Khan Academy](#)

[CollegeWise Tutorial](#)

[CommonApp Video – How to Submit](#)

[CommonApp Walkthrough](#)



Common App (Your Profile) Tab Tips:

The tabs you will use the most will be the “Common App” and “My Colleges” tabs

- Most questions are answered by the tutorial videos on each section or in the righthand “Help” tab
- “Courses & Grades” section – this is where you list courses from grades 9 - 11.
 - This may not be required (this will fill in, as needed, based on what colleges you’ve listed on your “My Colleges” tab)
- Dual-credit courses should be listed as part of your high school coursework **and** in the “Colleges and Universities” section ([Source Link](#)).
 - In the “Education” tab under “Colleges/Universities”, you’ll be asked to indicate number of colleges, list the colleges information, and how many credits you’ll earn. You will click the “Dual enrollment with high school” box
 - You will not have earned a degree, so leave that part blank.

You should use the **Current or Most Recent Year Courses** section to capture all courses you are enrolled in for the year, including dual enrollment college courses that grant high school credit. You should use the **Colleges & Universities** section to list all colleges that have or will grant you college credit, including dual enrollment courses and any college course taken independent of the high school (i.e. no high school credit is received). You should not include AP/IB courses in the **Colleges & Universities** section.

- College courses taken in summertime are not dual-credit
 - List in “Colleges/Universities” section then separately write out the course name, credits, & grade in the “Additional Information” tab in the Writing Section.

You may use the space below to provide any additional information you wish to share. *

Press Alt/Opt+F10 from the editor to navigate to the toolbar, or Alt/Opt+O for a list of [keyboard shortcuts](#)

B *I* U []

University of Washington Summer Quarter 2023:
Biology 160, 5 credits, 3.6 grade

- High school courses taken in summertime
 - Use the “Other Courses” section and list the high school or online provider you used, the grade, and the credit received.

○ Retaken Courses – from CommonApp FAQs:

What if I have failed or retaken a course?

You should list the course(s) exactly as they appear on your transcript. Do not remove failed courses or consolidate retaken courses with failed courses.

School Name *		School Year *		Grading Scale *					
Nikola Tesla STEM High School		2020-21		A-F					
Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
Other/Elective	Engineering 1	Dual Enrollment	S1	S2	Final	S1	S2	Final	<input type="checkbox"/>
Trigonometry	Algebra 2	Honors	A	A		.5	.5		<input type="checkbox"/>
			B	N...		.5	0		<input type="checkbox"/>
Add another course									
Transcript #2 - BYU online high school									
School Name *		School Year *		Grading Scale *					
BYU online high school		2022-23		A-F					
Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			N/A
Trigonometry	Algebra 2	Honors	S1	S2	Final	S1	S2	Final	<input type="checkbox"/>
				B			.5		<input type="checkbox"/>

● How to report middle school grades or middle school summer class on transcript ([Source Link](#)):

To report a middle school course, use the 'Other Courses' section. For 'School Name,' choose the name of the high school that lists the course on the transcript. You do not need to add the middle school name.

● “Additional Comments” section – this is for a variety of things, an explanation of a current year online course, drop in grades during a particular time, more thorough explanation of a long-term activity that can’t be explained in activities section.

“My Colleges” Tab Tips: Including Recommenders

[How To \(Source Link\)](#)

- Add Colleges via the “College Search” tab, then view in “My Colleges” tab
- FERPA Release – Click/accept this
 - Need to do only once to apply to all colleges
- Invite Recommenders
 - List your teacher and counselor’s contact info.
 - Counselors cannot upload ANY information unless you list them as Counselor
 - Counselors only need to be added once, but teachers need to be added once and then clicked to “assign” to a college app.

1. Go to the **Recommenders and FERPA** section of a school in the **My Colleges** tab
2. Scroll down until you see the “Teacher” or “Other Recommender” section

✓ **Teacher**

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 0 Optional: 2

Choose a recommender [Assign](#)

[Invite Teacher](#)
3. Click on the box to select the Teacher or Other Recommender you want to assign. Note that you may need to click “Add Another” for optional recommendations

✓ **Teacher**

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 0 Optional: 2

Choose a recommender [Assign](#)

Jennifer Jones
4. Click on the “Assign” button to assign that recommender

