



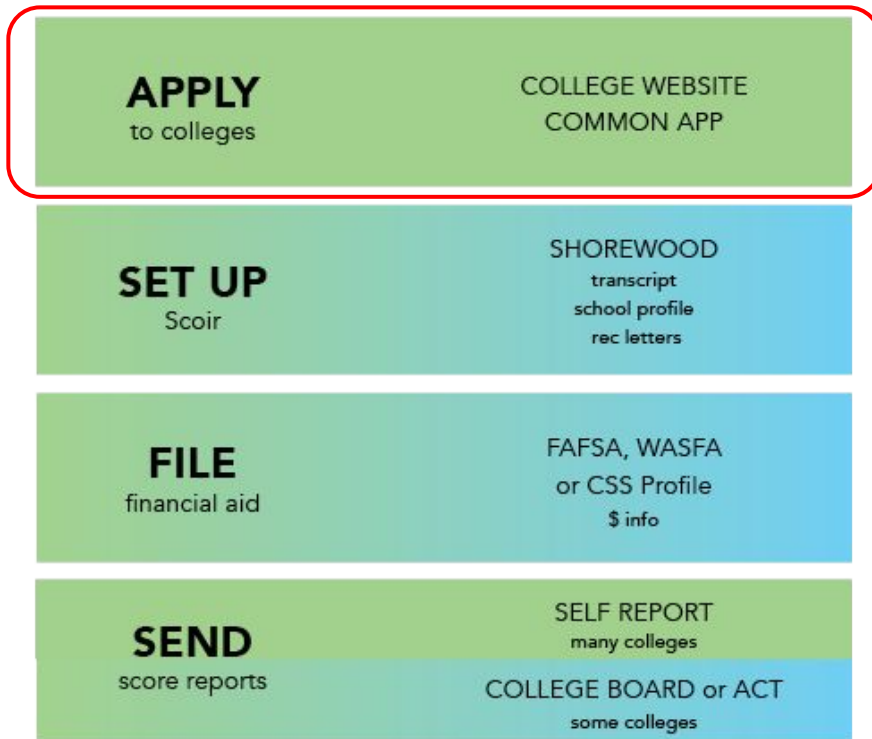
**SHOREWOOD
COLLEGE & CAREER**

**Common Application :
How-To!**

Remember how applications work?

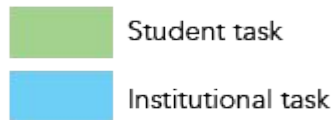


STUDENT



COLLEGE

This part is all you! We will help as we can but Common App/ other applications do not formally connect with Scoir or Shorewood.



IMPORTANT: Common App & Scoir Work Together

As of this year Scoir and Common App are integrated, but still separate sites

- The systems work *together*.
 - **Common App** is your application to a college
 - **Scoir** sends your school materials
- You will need to ensure that Shorewood High School is marked as your Current High School on CommonApp, and will need to click Connect Common App in Scoir to integrate them.
- For Early Decision Agreements and Fee Waivers, you will have steps in BOTH Common App & Scoir. See [Using Common App with Scoir](#) for details.



BE HONEST AND DO YOUR OWN WORK

“I certify that all information submitted in the admission process — including this application and any other supporting materials — is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.”

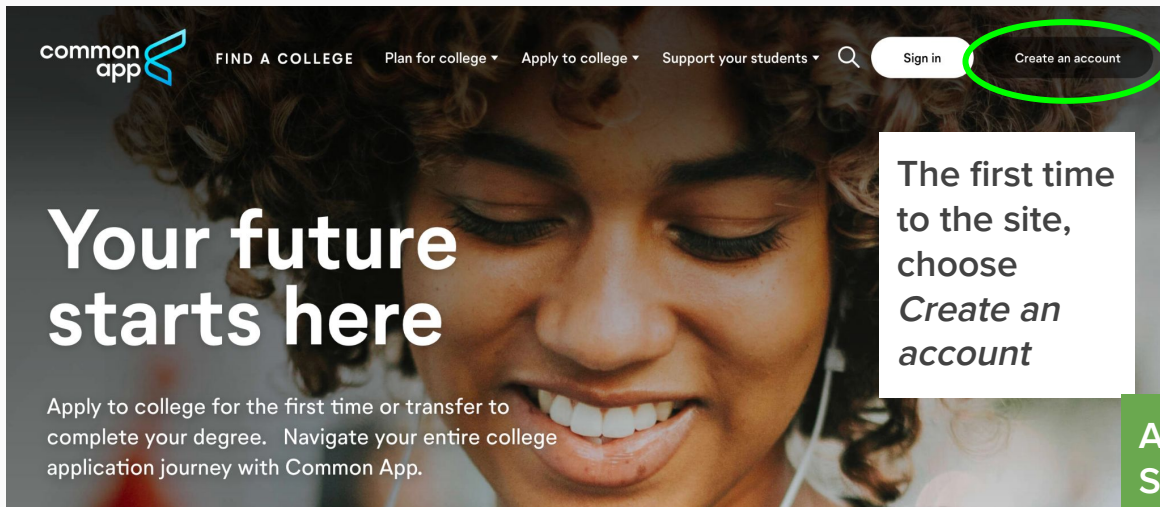
MORE INFO

- An application is a legal document you sign
- Completing is the student's, NOT the parent's responsibility
- When you apply, you attest that you:
 - have been honest and done your own work
 - understand that offers of admission are *conditional*, pending final grades
 - will deposit at only one college, with an exception for being admitted off of a waitlist

- I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.

- I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

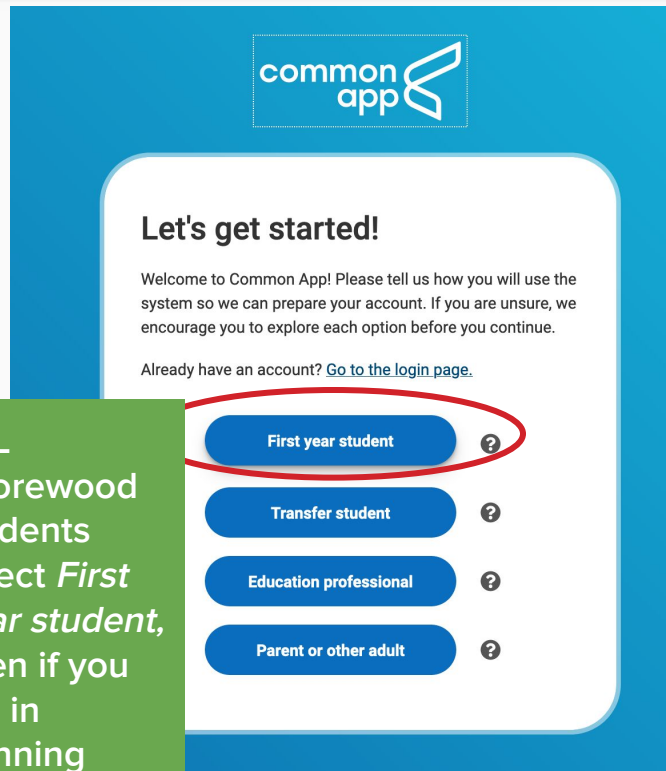
Create an account at commonapp.org



The banner features a close-up of a smiling young woman with curly hair. The Common App logo is in the top left. Navigation links include 'FIND A COLLEGE', 'Plan for college', 'Apply to college', and 'Support your students'. 'Sign in' and 'Create an account' buttons are in the top right, with 'Create an account' circled in green. A white text box on the right says: 'The first time to the site, choose *Create an account*'.

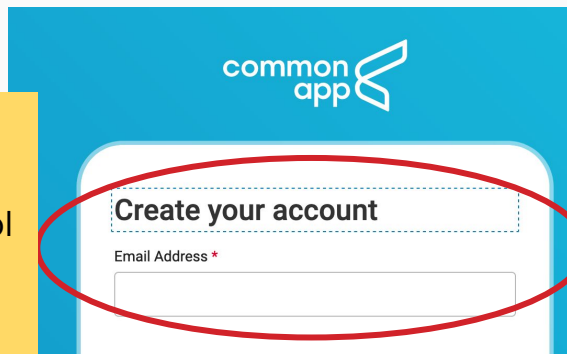
Your future starts here

Apply to college for the first time or transfer to complete your degree. Navigate your entire college application journey with Common App.



The screen has a blue header with the Common App logo. The main heading is 'Let's get started!'. Below it is a welcome message: 'Welcome to Common App! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.' A link says 'Already have an account? [Go to the login page.](#)'. Four blue buttons are listed: 'First year student', 'Transfer student', 'Education professional', and 'Parent or other adult', each with a question mark icon to its right. The 'First year student' button is circled in red.

Use a personal, permanent email address. Some Scoir guides say to use your school email, but we do not recommend that.



The form is titled 'Create your account' and has a red circle around the 'Email Address' field, which is marked with a red asterisk. The Common App logo is at the top.

ALL Shorewood students select *First year student*, even if you are in Running Start!

How Common App Works

The image shows a screenshot of the Common App dashboard. On the left is a sidebar with navigation links. The main area displays a personalized greeting and progress bars for 'My Common Application' and 'My Colleges'. On the right is a 'Help & support' section with a search bar and FAQs.

common app

Dashboard

APPLY

- My Common Application
- My Colleges

EXPLORE

- College search** (highlighted with a red box and an arrow pointing to a blue callout box)
- Direct admissions
- Financial aid

Start by adding your colleges via the College Search tab

Settings

Sign out

TESTZechariah TESTKnepper
CAID 42056481 (highlighted with a red box and an arrow pointing to a yellow callout box)

Good morning, TESTZechariah!

Dashboard

Dashboard = your login & summary page

My Common Application

1/7 sections complete

Profile Family Education Testing Activities Writing Courses & Grades

My Colleges

3 colleges on my list

3 in progress

Show colleges

Deadlines

Help & support

Search FAQs

Search takes you to the student solution center

How can I add a college to My colleges?

To add a college to your account:

Select **College search** from th...

Read full answer

I already submitted, can I change some of my answers?

You can return at any time and change your answer to any question in the My Common...

Read full answer

How many colleges can I add to My colleges list?

You may add and apply to up to 20 colleges. You may add and remove a college at any time...

TIP: Your Common App ID will be at the bottom left.

Select Term or Admission Plan for Each College










In *My Colleges* ensure that you complete the “General” section and include your term of entry. (If you are graduating this Spring, your entry term will be Fall 2026*) Without this, Scoir will not allow you to assign recommendations to colleges!

*exceptions apply though!

My Colleges

Application requirements

Sort my colleges by: College Name ▼

	Arizona State University Add your term or admission plan ✎ Application – In progress Show more details ▼	 
	Seattle University November 15, 2025 ✎ Application – In progress Show more details ▼	 
	Stanford University Add your term or admission plan ✎ Application – In progress Show more details ▼	 

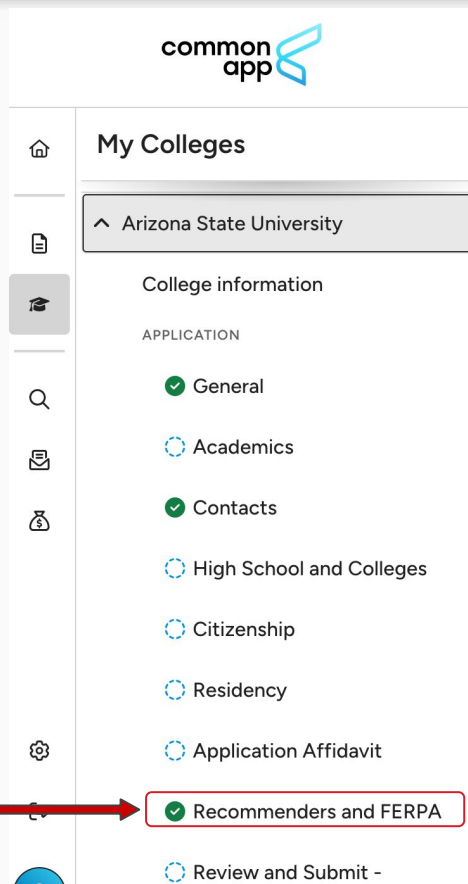
If you see this under the college name, click and fill out the “General” section for that college

You should see something like this. (Date will vary depending on deadline!)

Common App FERPA Waiver

Important!
You must sign the Common App FERPA Waiver for Scoir and Common App to fully integrate.

In any of your colleges, click into "Recommenders and FERPA"



My Colleges | University of Washington | Application

Recommenders and FERPA

In progress

Recommendors are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

Complete Release Authorization

Continue

Complete the FERPA Waiver here. We recommend waiving your right to view a recommendation as a show of trust to your recommender, but it's up to you!

TIP:
This step only needs to be done *once*, and it will then apply to all your colleges in the Common App, even if a college is added later!

Letters of Recommendation

Scoir handles ALL transcripts, school reports, and most importantly for you, letters of recommendation.

The screenshot shows the 'My Colleges' section of the Common App. On the left, under the 'APPLICATION' heading, there are four options: 'General' (selected with a blue circle icon), 'Academics' (blue circle icon), 'Activities' (green checkmark icon), and 'Contacts' (blue circle icon). A red arrow points to the 'College information' tab at the top of the application requirements list. On the right, the 'Courses & Grades' section shows 'Not Used'. The 'Recommendations' section lists requirements: 'School Report Required', 'Counselor Recommendation Required', 'Mid Year Report Required', 'Final Report Required', 'Teacher Evaluation(s): 1 Required, 2 Optional', and 'Other Evaluation(s): 0 Required, 1 Optional'. The 'Saves school forms after matriculation' section shows 'Yes'. A blue link 'See website' is at the top right.

APPLICATION	Courses & Grades	Recommendations	Saves school forms after matriculation
<ul style="list-style-type: none">GeneralAcademicsActivitiesContacts	Not Used	<ul style="list-style-type: none">School Report RequiredCounselor Recommendation RequiredMid Year Report RequiredFinal Report RequiredTeacher Evaluation(s): 1 Required, 2 OptionalOther Evaluation(s): 0 Required, 1 Optional	Yes

The Common App shows you the Application Requirements of each college, but you need to request and assign your recommendations *IN SCOIR* for them to be sent to your schools. Once assigned in Scoir, the Common App will update!

More info: [Using Common App with Scoir](#) (We *have* opted in to the integration!)

DO NOT Invite your Counselor or Career Center Staff as an Advisor in the Common App!

After you do the FERPA waiver in the Common App, the option to **Invite an Advisor** may come up, but **DO NOT use it.**

In a large public school, we cannot review individual student's applications in their entirety.

We will help when you have questions—please come ask!

Advisor

An advisor can be anyone assisting you with your application. They can review your application and give you personalized feedback. You may invite up to 3 advisors. **Advisors do not submit any forms on your behalf. Colleges will not receive any information about your advisor(s).**

Invite Advisor

Using the Common App: Look for the asterisk * to know what is required & what is not



If there is an asterisk * the question is required.

If not, it is optional.

Knowing the difference can be very important.

My Common Application | Profile

Personal Information

Complete

Legal first/given name* **First & last name required**

TESTZechariah

Would you like to share a different first name that people call you?

☐ Yes

☐ No **Middle name not required, but include if you have one!**

Clear answer

Middle name

Last/family/surname* **Middle name not required, but include if you have one!**

TESTKnepper

Using the Common App: View Your Colleges' Requirements

After you have added all of your colleges:

On your Dashboard, look for **Application Requirements** at the top right & click

Download a grid with your colleges' requirements

Application requirements

Scroll for more information

Search

College name ↑	App fees ?		Common App ?		Supplements ?		Minimum standard test required ?				TE	C
	US	Int'l	PE	C&G	Portfolio	WS	Test policy	SAT/ACT tests used	English proficiency			
Arizona State University	\$80	\$85		✓			Flexible	See website	See website	0		
Princeton University	\$75	\$75	✓		COL		Never required	See website	See website	2		
Seattle University	\$60	\$60	✓				Never required	See website	See website	1		
Stanford University	\$100	\$100	✓	✓	COL		Always required	SAT without essay or ACT without science or writing	See website	2		
University of Washington	\$80	\$90		✓			Sometimes required	See website	See website	0		
Washington State University	\$70	\$70					Ignored	None	See website	0		

common app

My Colleges

Overview

- ▼ Arizona State University
- ▼ Princeton University
- ▼ Seattle University
- ▼ Stanford University

Download requirements grid

My Colleges Only

All Colleges

Application requirements

Sort my colleges by: College Name

Arizona State University

Add your term or admission plan

Application – In progress

Show more details

Princeton University

Add your term or admission plan

Application – In progress

Show more details

Seattle University

Add your term or admission plan

Application – In progress

Show more details

TIP: Sort your college list by either Name or Deadline Date!

Using the Common App: Use the *Preview* button

When you have filled in a section, use the **Preview** button to go over your application.

A pop-up will come up that is what the admissions reader will see!

common app

My Common Application | Profile

Personal Information

Complete

Legal first/given name*

TESTZechariah

Would you like to share a different first name that people call you?

☐ Yes

☐ No

Clear answer

My Common Application

- Personal Information
- Address
- Contact Details
- Demographics
- Language
- Geography and Nationality

common app

Profile

Personal information

Name TESTKnepper, TESTZechariah

Birthdate 07/13/2006

Contact details

PREVIEW

Common App tab = your application/ general info that goes to all colleges

Each of these sections
has subsections, so it will
take a while to fill out!

Most is self-explanatory

Be thorough and
accurate

The screenshot displays the Common App dashboard. On the left, a sidebar menu lists 'Dashboard', 'My Common Application' (circled in red), 'My Colleges', 'College search', 'Direct admissions', and 'Financial aid'. The main content area features a greeting 'Good morning, TESTZechariah!' and a 'Dashboard' section. The 'My Common Application' tab is highlighted with a red circle, showing a progress bar for '1/7 sections complete' and a row of icons for 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades'.

Activities Section

Include: work,
extracurriculars, family
responsibilities,
hobbies you spend a
lot of time on....

- Draft descriptions in a Google doc so you can work on it then cut & paste
- Put the most important to you first in the sequence
- Lead with active verbs and use 'resume' condensed sentence structure:
 - Ran meetings, communicated with administration, designed website
- If you don't have enough slots, bundle like things:
Performing Groups, Environmental Activism
- Don't worry if you don't fill all of the slots!
- Use this [Activities Section: Good to Great](#) slideshow by a guest college representative for excellent tips on making the most of the character count

Honors

Interpret *broadly*, even though it says “academic achievements”

Include: athletic, music, service, and other honors/ distinctions/ recognitions

Community Service Awards: School-level honor

- Certificate of Merit for 40+ Hours
- Certificate of Distinction for 80+ Hours

If you already have 40+ or 80+ total hours, list this Community Service award.

Writing

Most Common App colleges require a Personal Essay as part of the application

common app

My Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing
 - Personal Essay**
 - Additional Information

My Common Application | Writing

Personal Essay

Complete

Some colleges require submission of the personal essay with your Common App. 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.*

☒ I understand

Here is the current list of colleges on your Dashboard and whether they require the Personal Essay.

Required	Not Required
<ul style="list-style-type: none">Princeton UniversitySeattle UniversityStanford University	<ul style="list-style-type: none">Arizona State UniversityUniversity of WashingtonWashington State University

Work on your essay(s) in another document and then paste when you are nearly ready to submit.

Use paragraphs! Paste your essay, close your CA, then check formatting the next time you log in. Don't forget to use the Preview button to see what it will look like to readers.

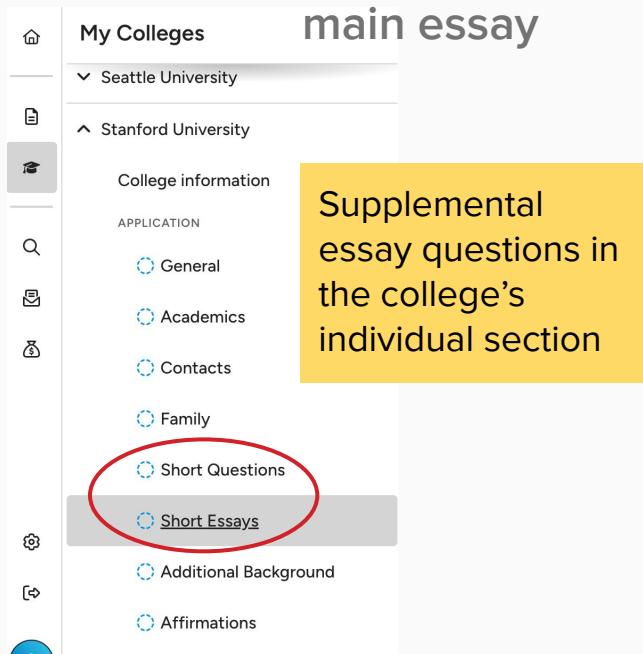
Have the same quality of writing & care in your supplemental questions as you do in your main essay.

TIP: The CA lets you know which colleges in your list require the Personal Essay

Formatting tips:
[Best Practices for Essays in Common App](#)

Supplementals

Many colleges will also require supplemental essays along with a main essay



Some supplemental essays or questions are required, some are optional, and some colleges do not have any supplementals at all. Keep an eye on your My Colleges list and ensure you know the requirements!

Have the same quality of writing & care in your supplemental questions as you do in your main essay.

Formatting tips:
[Best Practices for Essays in Common App](#)

About UW Seattle Writing Section

From UW Seattle's
[Common App Instructions](#) &
[First Year Writing Section](#) page

“Please note that the UW essay questions **must be answered within our application**. For the Common App, that means within our UW question. We do not consider the Common App essay.”

Education Section

Enter the school(s) you have attended AND those from which you are earning credit

No need to enter Einstein if you have middle school courses on your high school transcript

Enter Shorewood first

Enter another high school if you transferred here

Enter one or more colleges, IF you:

- Were or currently are in Running Start
- Have taken or are currently taking a College in the High School course* or a CTE College Credit course** **FOR CREDIT**

*like UW Astronomy, UW Precalculus

**like Anatomy & Physiology, Auto Tech, Biotech, Marketing

The screenshot shows the 'My Common Application' interface. On the left is a sidebar with icons for Home, Documents, Graduation, Search, Mail, Money, and Settings. The main content area is titled 'My Common Application' and contains a list of sections: Profile, Family, Education, Current or Most Recent Secondary/High School (highlighted), Other Secondary/High Schools, Colleges & Universities, Grades, and Current or Most Recent Year Courses.

My Common Application	
▼	Profile
▼	Family
^	Education
	<u>Current or Most Recent Secondary/High School</u>
	Other Secondary/High Schools
	Colleges & Universities
	Grades
	Current or Most Recent Year Courses

Grades Subsection under Education

Class of 2026 class size:

370

Class rank: none, SW does not rank

GPA: 4.0 scale

GPA Weighting:
Washington State has unweighted GPAs

Graduating class size (approx.)*

370

Class rank reporting

- ☐ Exact
- ☐ Decile
- ☐ Quintile
- ☐ Quartile
- ☒ None

Clear answer

**If you do not know your GPA,
visit the counseling center
front desk.**

GPA Scale reporting

4

x

v

Cumulative GPA*

3.1

GPA weighting

- ☐ Weighted
- ☒ Unweighted

Clear answer

Continue

Current or Most Recent Year Courses subsection under Education

DO NOT skip this section or leave it incomplete.

Enter the courses you are taking now *and* the ones you anticipate taking the rest of the year.

Running Start Students:

If you have *both* Shorewood & college courses now:

- select *Semesters* for this year
- list your Fall Quarter classes with First Semester
- list both your Winter and Spring Quarter classes with Second Semester

GPA Scale reporting

4

✕

▼

Cumulative GPA*

3.1

GPA weighting



Weighted



Unweighted

Clear answer

Continue

Select 6 for a standard Shorewood schedule with only year-long classes. Select more if you have semester-long courses and/or Running Start courses.

12th Grade

 In progress

Do you have 12th grade courses on your transcript with official grades? (If your 12th grade courses are still in progress, report them in the "Current or Most Recent Year Courses" section of your Common App)*

☐ Yes



If submitting *After* the second semester starts

☐ No



If submitting *Before* the second semester starts

Clear answer

Continue

Related: If you are asked to do the *Courses & Grades* section, the first question in the 12th Grade part *depends on when you submit*

Courses & Grades subsection: Grading Scale & Schedule

Colleges like UW require you to enter all high school classes; most students will need to fill out this section. Request a transcript from the counseling front desk to guide you.

Shorewood has an A-F
Grading Scale

Choose *Semesters* for
grades earned at
Shorewood*

School Name *	School Year *	Grading Scale *	Schedule *
<input type="text" value="Shorewood High School"/>	<input type="text" value="2024-25"/>	<input type="text" value="A-F"/>	<input type="text" value="Semesters"/>

*If you did/ are doing full-time Running Start, select Quarters for the Schedule

Courses & Grades subsection: No Final Grades or Credits

Shorewood awards grades and credits *per semester*. There are no Final grades or additional credit awarded at the end of the year.

You will leave Final grade and Final credit fields blank.

Shorewood year-long courses have a grade & credit for each semester; leave the *Final* fields blank

Choose *Semesters*

School Name *			School Year *			Grading Scale *			Schedule *		
Shorewood High School			2022-23			A-F			Semesters		
Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *					
			S1	S2	Final	S1	S2	Final			
Algebra	Math	Regular/Standard	A-	B+	Leave blank	.5	.5	Leave blank	<input type="checkbox"/>		
Art (Visual or Performing)	Art	Regular/Standard	A	A	Leave blank	.5	.5	Leave blank	<input type="checkbox"/>		
English	English	Advanced	A	A	Leave blank	.5	.5	Leave blank	<input type="checkbox"/>		
Chemistry	Chemistry	Advanced Placement (AP)	A	A	Leave blank	.5	.5	Leave blank	<input type="checkbox"/>		
Physical Education/Heal...	P	Regular/Standard		A	Leave blank		1	Leave blank	<input type="checkbox"/>		

If you had any year-long courses like PE, leave the other semester blank

Dual Enrollment Course Levels: for most students

Courses on Shorewood Transcript	Common App Course Level
English 9/10/11, World History, Biology, PE, most others	Regular/ Standard
Honors English 9, 10, other Shorewood Honors	Honors
AP Language, AP Physics, all other AP	Advanced Placement/ AP
All Running Start	Dual Enrollment
College in the High School & CTE Dual Credit taken for college credit	Dual Enrollment
College in HS & CTE Dual Credit taken for Shorewood credit only	Standard or Advanced, depending on which year taken
Math Course Levels	Standard, Advanced, or Accelerated; see next slide

For Math Course Levels, follow our Course Catalog

Math Course Levels	Standard	Advanced	Accelerated
9th Grade	Algebra 1	Geometry	Algebra 2
10th Grade	Geometry	Algebra 2	UW Precalculus/ AP Stats
11th Grade	Algebra 2	UW Precalculus/ AP Stats	AP Calculus AB
12th Grade	UW Precalculus/ AP Stats/Functions and Stats/Math in Society	AP Calculus AB	AP Calculus BC

- If you are on the Standard Math Progression, select *Regular/ Standard*
- If you are one year ahead, select *Advanced*
- If you are two years ahead, select *Accelerated*

Enter Middle School coursework that appears on your Shorewood transcript (Math & Language) in **Other Courses** subsection in **Courses & Grades** section

When you enter courses, select *Shorewood* since the high school is awarding credit. This instruction is in the fine print.

Other Courses

 In progress

Do you have any other courses on your transcript with grades?
(This may include middle school, post-12th grade, or summer courses that appear on your official transcript.)*

☐ Yes

☐ No

Clear answer

Go to My Colleges

Courses & Grades – Other Courses

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

If any middle school courses appear on your transcript, you do not need to note the middle school's name. Please use the high school name where you received credit instead.

For Middle School coursework on your SW Transcript

Transcript #1 - Shorewood High School

School name will be Shorewood since it is awarding any credit

School Name *	School Year *	Grading Scale *	Schedule *
Shorewood High School	2019-20 7th grade	A-F	Semesters

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			
Foreign/World Langua...	Spanish 1	Regular/Standard	S1	S2	Final	S1	S2	Final	N/A
			S-...	B	Leave blank	0.0	0.5	Leave blank	<input type="checkbox"/>

Use the Add courses button to enter the next year's coursework

+ Add courses from another transcript

If you got an "S" then enter "0" for the credits

Transcript #2 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *
Shorewood High School	2020-21 8th grade	A-F	Semesters

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *			
Foreign/World Langua...	Spanish 2	Regular/Standard	S1	S2	Final	S1	S2	Final	N/A
			B+	A-	Leave blank	0.5	0.5	Leave blank	<input type="checkbox"/>
Algebra	Algebra 1	Advanced	B	B+	Leave blank	0.5	0.5	Leave blank	<input type="checkbox"/>

For tips on Math course levels, see preceding slides

For Summer Courses & Courses from Other Schools/ Organizations:

Transcript #3 - Shorewood High School

Example: a course taken summer after Junior Year, listed within 11th grade courses, after Semester 1 & 2 courses.

Select this!



- Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.



Add courses from another transcript

School Name *

School Year *

Grading Scale *

Schedule *

Please describe *

Shorewood High School

2021-22

A-F

Other

Summer

Subject *

Course Name *

Course Level *

Grades *

Credits *

N/A

Physical Education/H...

Select

Final

Final

☐

Select

Select

Final

Final

☐



Add another course



Remove transcript

Enter the course name as it appears on your transcript with the appropriate level. PE/ Health Classes will be "Regular/ Standard". For Math Class levels, see previous slide.

- If your course was through Shorewood, select as above, using "Add Courses from another transcript" below where you entered Semester 1 & 2 courses.
- If your course was *not* through Shorewood/ Shoreline School District, first add the school or organization in your *Education* section then add using the *other transcript* option.

Note: these instructions do *not* apply for Running Start courses; see next slides

If the STAMP Test is on your Transcript

- List under *Other Courses* in Courses & Grades
- Use the “Add courses from another transcript” to get another section
- Fill out as many lines as are on your transcript, with the grades & credits as they appear
- Offer more particulars (which language, which levels) in the Additional Information section of your application

Transcript #2 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *	Please describe *
<input type="text" value="Shorewood High School"/>	<input type="text" value="2023-24"/>	<input type="text" value="Other"/>	<input type="text" value="Other"/>	<input type="text" value="STAMP Language Profi"/>

Subject *	Course Name *	Course Level *	Grades * Final *	Credits * Final	
<input type="text" value="Foreign/World Language"/>	<input type="text" value="STAMP Text"/>	<input type="text" value="Advanced"/>	<input type="text" value="P"/>	<input type="text" value="1"/>	<input type="checkbox"/> N/A

Side Note about Dual Enrollment Transcripts

You are responsible for requesting college transcripts, both during applications and for enrollment.

- If you have taken Running Start, College in the High School, or other Dual Enrollment courses *for college credit*, you have a college transcript
- Many schools will want your college transcripts with your application in addition to your high school one
- Order college transcripts via your **college** student portal; for many colleges, you will have to create a Parchment account
- Have the transcript sent directly to the college you are applying to
- Each college transcript will cost \$7-\$10
- The 4-year college you attend will want final transcripts from Shorewood and from your community college

Running Start General Instructions

- Enter your college in the **Colleges & Universities** subsection in the **Education** section
- Coursework details depend on whether you are full time or part time RS; see following pages
- For the **Degree earned** question:
 - Leave blank If you will NOT earn a degree by June
 - Indicate AA or AS If you are on track and intend to earn an Associate degree by June

Colleges & Universities

 In progress

If you have ever taken coursework at a college or university, please indicate the number of colleges.*

☐ 0

☒ 1

☐ 2

☐ 3

Clear answer

College 1*

Shoreline Community College
16101 Greenwood Ave N
Shoreline, WA 98133-5696
USA
2-year or community college
CEEB Code : 4738

Course details

- ☒ Dual enrollment with high school
- ☐ Summer program
- ☐ Credit awarded directly by college

College 1 from date*

August 2023

Date uses "month year" format (e.g. August 2002)

College 1 to date*

May 2024

Date uses "month year" format (e.g. August 2002)

Example for
student in RS
Jr & Sr year

Degree earned

☐ AA

☐ AS

☐ BA

☐ BS

Running Start

General Instructions continued

Listing Winter & Spring 12th Grade Courses

Offer your best guess for what you will take winter & spring at the community college, and notify the four-year college if there are significant differences in your schedule.

If you change from an academic to a non-academic course, that is worth communicating.

- changing from Business 202 to Marketing 205 is *not* significant
- changing from English 253 to PE 170 *is* significant

Class Schedule

Fall Quarter 2023

[Search Fall quarter classes](#)

Winter Quarter 2024

Class schedule will be available after approval

Spring Quarter 2024

Class schedule will be available after approval

Base your best guess on the current course offerings and the plan you have worked on with your counselor

For Part Time Running Start with SW and college courses: 12th Grade Classes

Enter your **12th Grade courses** as part of your Shorewood Transcript

- List Fall Quarter with Semester 1
- List Winter & Spring Quarter with Semester 2

Clarify details in the *Additional Information* subsection in the *Writing* section:

Course 1 subject*	Course 2 subject*	Course 3 subject*
English	Chemistry	History/Social Science
Course 1 name*	Course 2 name*	Course 3 name*
English 101	Chemistry 121	HIST 275 Reel History: Film as Historical Text
Course 1 level*	Course 2 level*	Course 3 level*
Dual Enrollment	Dual Enrollment	Dual Enrollment
Course 1 schedule*	Course 2 schedule*	Course 3 schedule*
First Semester	Second Semester	Second Semester

- list the particular courses that were taken at your college & name your college
- if you have grades, state that the original grades were on a 0.0-4.0 scale **and include the original grades**
- explain that you have listed Fall Quarter classes under First Semester and Winter and Spring courses under Second Semester

For Part Time Running Start with SW and college courses: 11th Grade

Set the **Grading Scale** and **Schedule** appropriately for each “transcript” you enter

Transcript #1 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *
Shorewood High School	2022-23	A-F	Semesters

Subject *	Course Name *	Course Level *	Semester Grades *			Semester Credits *				N/A
			S1	S2	Final	S1	S2	Final		
English	AP Language & Composition	Advanced Placement (...)	A	A-	Leave blank	0.5	0.5	Leave blank	<input type="checkbox"/>	
Chemistry	Chemistry	Regular/Standard	B	B	Leave blank	0.5	0.5	Leave blank	<input type="checkbox"/> *	
Foreign/World Language...	Spanish 3	Regular/Standard	B+	A-	Leave blank	0.5	0.5	Leave blank	<input type="checkbox"/> *	

Only list the **SHOREWOOD** courses in this section; put your RS/college courses in another section

Choose “add courses from another transcript” for RS courses. Because you are **Dual Enrollment** (not direct), Transcript #2 will also say Shorewood, not the name of your college.

Q1 = Fall
Q2 = Winter
Q3 = Spring
Q4 = Summer

Transcript #2 - Shorewood High School

School Name *	School Year *	Grading Scale *	Schedule *
Shorewood High School	2022-23	0.0-4.0	Quarters

Subject *	Course Name *	Course Level *	Quarter Grades *					Quarter Credits *				
			Q1	Q2	Q3	Q4	Final	Q1	Q2	Q3	Q4	Final
History/Social ...	HIST&146 US History	Dual Enrollment	3.8	Leave blank	Leave blank	Leave blank		5	Leave blank	Leave blank	Leave blank	

Only put the grade & credit for the quarter of the course; leave fields blank

For Full Time Running Start

When you enter coursework for 11th and 12th grade
set the Grading Scale and Schedule according to your college

Because you have *Dual Enrollment* (not direct) your school will appear as Shorewood

Transcript #1 - Shorewood High School

School Name * School Year * Grading Scale * Schedule *

Shorewood High School 2022-23 0.0-4.0 Quarters

Subject *	Course Name *	Course Level *	Quarter Grades *					Quarter Credits *				
			Q1	Q2	Q3	Q4	Final	Q1	Q2	Q3	Q4	Final
English	English 101	Dual Enrollment	3.5	Leave blank	Leave blank	Leave blank	Leave blank	5	Leave blank	Leave blank	Leave blank	Leave blank
Chemistry	Chemistry 253	Dual Enrollment	Leave blank	3.2	Leave blank	Leave blank	Leave blank	Leave blank	5	Leave blank	Leave blank	Leave blank
Art (Visual or Performing)	Art 251 Painting 1	Dual Enrollment	Leave blank	Leave blank	4.0	Leave blank	Leave blank	Leave blank	Leave blank	4	Leave blank	Leave blank

record the grades exactly as they appear on your *college* transcript

In the *Additional Information* subsection under *Writing*

state that you have been full-time Running Start/ Dual Enrollment at _____ (name your college)