

THE COMMON APPLICATION WORKSHOP

NHS Theater
9.14.16

TIP SHEET

Recommended Resources

- Counseling Website (www.nhscounseling.com)
 - Senior College Handbook
 - Senior timeline
 - College Application Manager
 - Senior Questionnaire
- Naviance
 - College Super Match: List of colleges that match your search criteria
 - Scattergram
 - College profiles and statistics

Common Application

- Login username and password: Don't forget them
- 4 tabs:
 - Dashboard
 - Shows the status of the application components for all colleges on one page
 - My Colleges
 - Shows detailed contact info, deadlines, and requirements for each college
 - Where you submit additional application items for each college
 - Common Application
 - Profile, Family, Education, Testing, Activities, Writing sections
 - Information in this section is sent to all colleges
 - College Search
 - Allows you to search colleges to add to your "My Colleges" tab
- Info needed to fill out Education section of "Common Application" tab:
 - Class rank reporting: Choose None (NHS does not rank)
 - Graduating class size: 539
 - Cumulative GPA: Use your 9-12 academic weighted GPA
 - GPA scale: 4
 - GPA weighting: Choose Weighted
 - NHS school code: 051283
- FERPA (Under "My Colleges" tab)
 - Asks you whether or not you waive the right to view the documents that are sent on your behalf (i.e., letters of recommendation, school report, transcript)
 - We recommend you select the checkbox waiving your right to view these documents as many teachers will not write you a letter unless you do
 - Once you submit this FERPA waiver, you cannot change it
- Essays/ Writing Sections
 - Common App Essay vs. Supplemental Questions
 - Disciplinary History
 - Additional Information Section: Not an extension of your essays; use this space to explain anything that was not already explained in your application

Linking Common Application to Naviance

- Allows your counselor and teachers to submit their letters of recommendation and other documents via Naviance to your Common App schools
- Refer to page 13 of Senior College Handbook for instructions

Reporting Official Test Scores

- SAT: Request through Collegeboard.org
- ACT: Request through ACT.org
- AP Exams: Request through Collegeboard.org (only send to the college you are attending)

Transcripts

- \$50 unlimited transcript fee (purchased during registration only) or \$5 per transcript (see Mrs. Loveless in Rm. 928 to pay)
- Submit IUSD Release of Information form to counselor (page 23 of Senior College Handbook)
- List all colleges in Naviance and request for counselor to send transcripts
 - Make sure you confirm the “Delivery type” for each college on Naviance college list
 - Stamped and addressed envelopes need to be provided to counselors for colleges that only accept documents via postal mail
 - Let counselor and teachers know if you add any additional colleges at a later time
- Counselors will automatically send 7th semester transcript to your Common App colleges
- It is your responsibility to send your non-NHS transcripts (e.g., CSUF’s calculus transcript) to all colleges

Letters of Recommendation

- Counselor
 - Must have senior meeting with counselor at least 3 weeks in advance
 - Complete Senior Questionnaire
 - Counselors are visiting senior TA’s with more detailed information/ requirements
- Teacher
 - Ask in person first at least 3 weeks in advance
 - Use “Letters of Recommendation” link under College tab in Naviance to request teachers
→ allows teacher to send their letters to colleges via Naviance

After Submitting Common Application

- Consistently check your email for any communication from colleges
- Check your application status for each college on college portals
- Submit FAFSA and CSS Profile (if needed) by deadlines
- Decisions will come out by April 1 at the latest
- Commit by May 1

