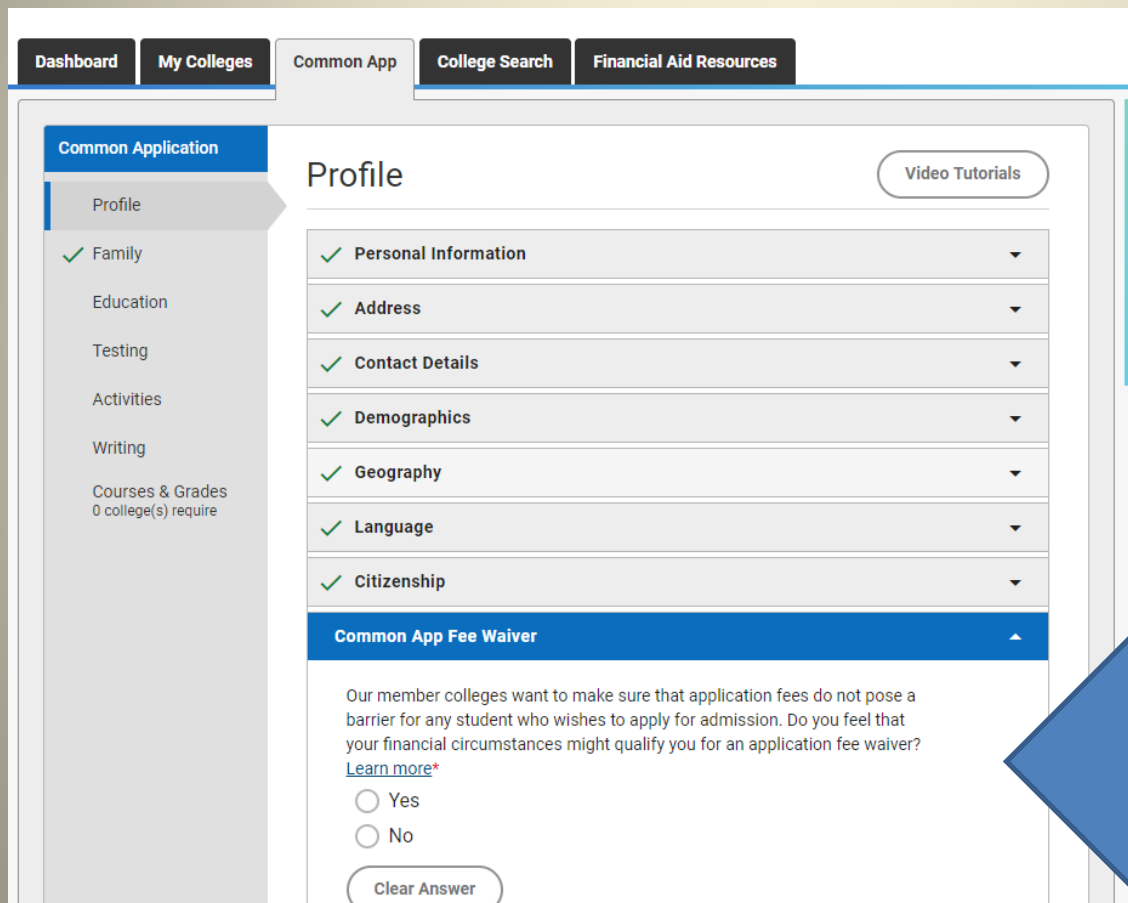


# Common App

How to Avoid Common (App)  
Mistakes

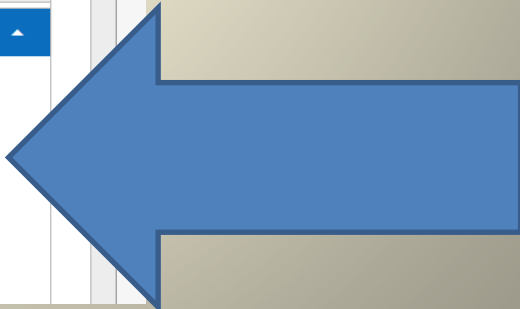
# Need a fee waiver?

## Find that under the Common App tab “Profile”



The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. On the left, a sidebar menu lists sections: Common Application (selected), Profile (selected), Family, Education, Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Profile' and includes a 'Video Tutorials' button. Below this, there is a list of profile sections, each with a green checkmark and a dropdown arrow: Personal Information, Address, Contact Details, Demographics, Geography, Language, and Citizenship. The 'Common App Fee Waiver' section is highlighted in blue and expanded. It contains the following text: 'Our member colleges want to make sure that application fees do not pose a barrier for any student who wishes to apply for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver?' followed by a link to 'Learn more\*'. Below the text are two radio button options: 'Yes' and 'No'. At the bottom of this section is a 'Clear Answer' button.

And talk to your counselor. Follow up paperwork will probably need to be submitted.



# Choose the right high school—search problems

If you search by city, use “Fort Collins”

Rocky is NOT in the results when you search “Ft. Collins” or “Ft Collins”

The screenshot shows a 'High School Lookup' modal window. The 'Search By' dropdown is set to 'City'. The 'City' input field contains 'ft collins'. Below the input field, there is a 'Choose School \*' section with a 'Sort by: Near My Address' dropdown. The search results list three schools:

School Name	Location	CEEB ID
Centennial High School	Ft Collins, CO, United States of America	060584
Heritage Christian Academy	Ft Collins, CO, United States of America	060585
Poudre High School	Ft Collins, CO, United States of America	060587

At the bottom of the modal, there is a 'Continue' button and a link that says 'What if I'm home schooled?'. The background shows a navigation menu with 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'Common App' section is expanded to show 'Education'.

Ft  
Collins  
= No  
Rocky!

eserveRocky - Go... ACT®/SAT® Conco... Remind PD PSD My Drive - Google...

Dashboard My Colleges Common App College Search Financial Aid Resources

Common Application

- Profile
- ✓ Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades  
0 college(s) require

## Education


Video Tutorials

### Current or Most Recent Secondary/High School

Current or most recent secondary/high school \*

Rocky Mountain High School  
1300 W Swallow Rd  
Fort Collins, CO 80526-2412  
USA  
Public  
CEEB Code : 060588

[Change](#) [Remove](#)

Date of entry\*  
08/17   
Date should be entered in the Month Year format.

Is this a boarding school?\*


Yes  
 No

[Clear Answer](#)

Did or will you graduate from this school?\*

Yes  
 No

[Clear Answer](#)

Graduation date\*  
05/21   
Date should be entered in the Month Year format.

# Education Information

If you attended RMHS starting in 9<sup>th</sup> grade, here's your info

Date of entry: August 2017

Graduation Date: May 2021  
(even if you finish your Rocky credits earlier in the year)

# Education Information— Colleges & Universities

Include the following (if applicable).

- CU Succeed (“University of Colorado Denver”)
- FRCC High School Programs
- Concurrent Enrollment at CSU or FRCC
- Other (check w/ your counselor if you are not sure)

The screenshot shows the 'Education' section of the Common Application. At the top, there are navigation tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar is titled 'Common Application' and includes links for Profile, Family, Education (selected), Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Education' and has a 'Video Tutorials' button. It contains two dropdown menus: 'Current or Most Recent Secondary/High School' and 'Other Secondary/High Schools'. Below these is a section titled 'Colleges & Universities' with a dropdown arrow. A text prompt asks the user to indicate the number of colleges if they have ever taken coursework at a college or university. A dropdown menu shows the number '2'. Below this, 'College 1\*' is listed with details for 'Front Range Community College: Larimer' at '4616 S Shields St, Fort Collins, CO 80526-3812, USA', noted as a '2-year or community college' with 'CEE Code : 5272'. There are 'Change' and 'Remove' buttons for this entry. Under 'Course details', there are checkboxes for 'Dual enrollment with high school' (checked), 'Summer program', and 'Credit awarded directly by college'. A 'College 1 from date\*' dropdown shows 'August 2018' with a calendar icon. A note below says 'Date should be entered in the Month Year format.' The 'College 1 to date\*' dropdown is partially visible at the bottom.

# Education Information— Colleges & Universities

Degree earned

Choose an option

College 2\*

University of Colorado Denver  
1380 Lawrence St  
Ste 1000  
Denver, CO 80204-2058  
USA  
4-year college or university  
CEEB Code : 4875

CU Succeed = University of  
Colorado Denver  
CEEB Code: 4875



Change



Remove

Choose Dual Enrollment with  
High School

Course details

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

College 2 from date\*

Example: August 2002



Date should be entered in the Month Year format.

College 2 to date\*

Example: August 2002



Date should be entered in the Month Year format.

Degree earned

Choose an option

Leave "degree earned" blank

Continue

# Education— Grades (use your course history in Student Vue)

Rank = Exact  
Rank weighting = Unweighted

If you use your “**Cum GPA**” on  
StudentVue or your unofficial transcript:

GPA scale = 4  
GPA weighting = Unweighted

If you use your “**5 Point GPA**”:  
GPA scale = 4  
GPA weighting = Weighted

The screenshot shows the Common Application interface. At the top, there are navigation tabs: "board", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". Below these is a sidebar menu with options: "Common Application", "Profile", "Family", "Education", "Testing", "Activities", "Writing", and "Courses & Grades (0 college(s) require)". The main content area is titled "Education" and includes a "Video" button. It lists several categories with checkmarks: "Current or Most Recent Secondary/High School", "Other Secondary/High Schools", and "Colleges & Universities". The "Grades" section is highlighted in blue and contains the following fields:

- Graduating class size (approx.)\*: 500
- Class rank reporting: Exact
- Class rank\*: 200
- Rank weighting\*: Unweighted
- GPA Scale reporting: 4
- Cumulative GPA\*: 3.2
- GPA weighting: Unweighted

# Current Year Courses

A semester-long course at RMHS = 10 credits = “Full year”

- E.g. US Literature is one semester long, and is worth 10 credits at RMHS and is equivalent to 1 year of coursework.
- We use a “semester” scheduling system because we have a final grade at the end of each quarter (i.e. semester’s worth of credit).

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The left sidebar has a menu with options: Profile, Family (checked), Education (highlighted), Testing, Activities, Writing, and Courses & Grades (0 college(s) require). The main content area is titled 'Education' and includes a 'Video Tutorials' button. Below this, there are several sections with dropdown arrows: 'Current or Most Recent Secondary/High School' (checked), 'Other Secondary/High Schools' (checked), 'Colleges & Universities', and 'Grades' (checked). The 'Current or Most Recent Year Courses' section is highlighted in blue. It contains the following text: 'Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year. How many courses would you like to report?\*' followed by a dropdown menu showing '7'. Below that is the text: 'Please select the course scheduling system your institution is using.\*' followed by a dropdown menu showing 'Semester'. Then, 'Course 1 title\*' followed by a text input field containing 'College Algebra'. Next, 'Course 1 level, if applicable' followed by a dropdown menu showing 'Dual Enrollment'. Finally, 'Course 1 schedule\*' followed by radio buttons for 'Full Year' (selected) and 'Semester', and a button 'Click here for options'.



# Education— Honors

NHS, NTHS, NAHS, MAT  
= a School  
Recognition

(even if it has the word  
“national” in the title)

Common Application

Profile

✓ Family

Education

Testing

Activities

Writing

Courses & Grades  
0 college(s) require

## Education

Video Tutorials

✓ Current or Most Recent Secondary/High School

✓ Other Secondary/High Schools

Colleges & Universities

✓ Grades

Current or Most Recent Year Courses

**Honors**

If you have received any honors related to your academic achievements beginning with the ninth grade or international equivalent, please indicate number of honors. If you received more than five, please add the five most important to you.\*

2

Honors 1 title\*

Grade level

9

10

11

12

Post-graduate

Level(s) of recognition

School

State/Regional

National

International

Honors 2 title\*

# Education— Honors

- 9
- 10
- 11
- 12
- Post-graduate

Level(s) of recognition

- School
- State/Regional
- National
- International

Honors 2 title\*

State Science Fair, 3rd Place

Grade level

- 9
- 10
- 11
- 12
- Post-graduate

Level(s) of recognition

- School
- State/Regional
- National
- International

You might have a  
state/national level recognition

Continue

Community-Based Organizations

✓ Future Plans

# Education—CBO (Community Based Organization)

The screenshot shows the 'Education' section of a Common App profile. The left sidebar includes 'Common Application', 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades'. The main content area is titled 'Education' and includes sections for 'Current or Most Recent Secondary/High School', 'Other Secondary/High Schools', 'Colleges & Universities', 'Grades', 'Current or Most Recent Year Courses', and 'Honors'. A blue header for 'Community-Based Organizations' is visible, with a text prompt: 'Indicate the number of community programs or organizations that have provided you with free assistance in your application process.\*'. A dropdown menu is open, showing options 0, 1, and 2, with a green checkmark next to the number 2. A 'Continue' button is located to the right of the dropdown.

Most students DON'T have a CBO, unless you work with a group outside of Rocky, for help on college.

# Education—Future Plans

Dashboard My Colleges Common App College Search Financial Aid Resources

Common Application

- Profile
- ✓ Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades  
0 college(s) require

## Education

Video Tutorials

- ✓ Current or Most Recent Secondary/High School
- ✓ Other Secondary/High Schools
- Colleges & Universities
- ✓ Grades
- Current or Most Recent Year Courses
- Honors
- Community-Based Organizations

### Future Plans

Career interest\*

Pharmacist

Highest degree you intend to earn\*

Doctorate (PhD, EdD, etc)

Continue

Highest degree you intend to earn—  
FOR YOUR LIFETIME, not just what you are entering when you graduate from Rocky.

# Writing—Disciplinary History

Dashboard My Colleges Common App College Search Financial Aid Resources

Common Application

- Profile
- ✓ Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades  
0 college(s) require

## Writing

Video Tutorials

Personal Essay

**Disciplinary History**

**Please Note:**  
Common Application member colleges carefully consider all parts of your application. Information provided below will be considered in the context of the rest of your application and does not necessarily prevent you from being admitted to college. For more information on whether specific colleges choose to receive this information or how it may be considered, please see the My Colleges tab.

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution.\*

Yes  
 No

Clear Answer

Additional Information

Instructor Help  
How do I...  
Disciplinary  
information  
Common App  
colleges ha  
hiding for  
Read more

- Be honest! Use help from a counselor to write your explanations of discipline history, if needed.
- Lying might keep you from being admitted, even if your violation would not have kept you out of that school.

# Colleges—Assign Recommenders: Release Authorization

Most people waive their rights.

This indicates to a college that the recommender is more likely to be very honest—and will give more weight to the recommendations.

The screenshot displays a web interface for a college application portal. At the top, there are navigation tabs: Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The 'My Colleges' tab is active, showing a list of colleges: Harvard University, Regis University, Stanford University, and University of Denver (which is selected). Below this list are sections for College Information, Application, Questions, and Recommenders and FERPA (which is highlighted). The main content area is titled 'Recommenders & FERPA' and features a 'FERPA Release Authorization' section with an information icon. The text explains that before inviting counselors, teachers, recommenders, parents, or advisors, the user must complete the FERPA release authorization process. A link for 'Learn more about FERPA' is provided. A modal window titled 'Release Authorization' is open, showing a 'FERPA Form' with a checkbox and the following text: 'I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.\*' The modal includes 'Back' and 'Save and Close' buttons. On the right side of the page, there is a 'Instruction Help' section with several questions and links to 'Read more'.

# Colleges—Assign Recommenders (after you complete the FERPA release)

Enter RMHS counselor/teacher  
info here. Be sure to enter  
their email address correctly,  
and check with the staff  
member to make sure they got  
the link from Common App

The screenshot shows the 'My Colleges' page for Colorado State University. The navigation bar includes 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The left sidebar lists 'My Colleges' with a dropdown for 'Colorado State University' and other colleges like Harvard, Regis, and Stanford. The main content area is titled 'Recommenders & FERPA' and includes sections for 'FERPA Release Authorization', 'Invite Recommenders', 'Counselor', 'Teacher', and 'Other Recommender'. Each section has a corresponding 'Invite' button.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Colorado State University

College Information

Application

Questions

Recommenders and FERPA

Review and Submit - Common App

Harvard University

Regis University

Stanford University

## Recommenders & FERPA

✓ FERPA Release Authorization  
[View Details](#)

### Invite Recommenders

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

Invite Recommenders Manage Recommenders

### ⓘ Counselor

You must invite a school Counselor who will complete the School Report and other forms for you.

Invite Counselor

✓ 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: 3

Invite Teacher

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Coach
- College Access Counselor
- Employer



# Common App Needs...

- 1-3 Letter(s) of Recommendation—depending on the college
- Counselor Recommendation/School Report
- Transcript
- Often requires mid-year report. Talk with Leah Kapral for help

...For Each College

(The same letters can/should go to multiple colleges!)



# More questions?

- See Leah Kapral about getting your transcript, test scores, etc. to colleges
- See Ms. Fassnacht (College and Career Center) about CommonApp questions
- See your counselor or Ms. Fassnacht about other college related questions