Click the link below to see how your application will look to college admission reps.

Your College Application - The Full Picture

Suzy Fairview, a fictitious Fairview student, is applying to several Common Application colleges. Use these screen by screen tips to help you navigate through the Common Application process. Also see the following links for helpful information:

The Common App Help Center

1. **Overview** (Read this to know what information you will need to complete the Common App)
2. **FERPA Release Authorization** (Synchs Common App to Naviance for sending transcripts and letters of rec)

3. **List Recommenders & Advisors** (Complete section early and invite teachers to start your rec letters)
   a. **Overview and Counselor & Teacher Recommendations**
   b. **Other Recommenders**
   c. **Advisors**
4. **Common App Section** (fill in your personal information)
   a. **Overview & Profile** (completed as part of FERPA)
   b. **Family** (completed as part of FERPA)
   c. **Education** (completed as part of FERPA)
   d. **Testing**
   e. **Activities**
   f. **Writing** (Personal Essay, Disciplinary History Essay, Additional Information Essay)
   g. **Courses & Grades**
5. **My Colleges Section: Overview**
   a. **Special Instructions for Early Decision Applicants**
   b. **College-Specific Question (Supplemental Essays & Questions)**
   c. **Writing Supplements**
   d. **Additional Materials** (Resumes, Media, Portfolios, Research, etc.)
6. **Submission**
1. Overview

The Common Application is an online application system for undergraduate admissions to over 800 member colleges and universities.

You will need to set up a Common App account.

When you sign in to the Common App, you will see five main sections:

Dashboard - provides a list of your colleges along with specific deadlines, writing requirements and application status.

My Colleges - On the left margin it shows college specific questions and supplements, links for inviting and managing recommenders and the link for reviewing and submitting the application. Students can also assign specific recommenders to each institution in this section.

Common App - is the actual application section where you fill out your personal information that will go to all schools to which you apply. Sections include: Profile, Family, Education, Testing, Activities, Writing, and Courses and Grades.

College Search - is where you look up schools and add them to your application list by clicking “add to my colleges”.

Financial Aid Resources - shows many resources to help pay for college including grants, financial aid, work study, scholarships and how to compare offers. Information on the FAFSA and CSS Profile is also covered.

Once you register, Common App assigns you a Common App ID (CAID).

Remember the email address you used to establish this account. You’ll need it to sync your Common App account with Naviance so that your application can be processed by Fairview.
1. Overview, continued

Use the College Search tab to find and add colleges to your application list.

If you’re applying to only one Common App college, go to the college admissions website to see if they provide an application system specific to the college, which may be a simpler process.

If you cannot find a college, chances are it’s not a Common Application school. Go to that college’s Undergraduate Admissions website to find its application.

Use the “Application Requirements” button at top right to quickly view components that are required by individual colleges before adding to your list.
Use the Dashboard to quickly view your Common Application list after you have added colleges. Click on a college name to view its specific requirements.

Click on "Application Requirements" to view a quick list of deadlines and application fees for each college on your list. ALWAYS double check the deadlines on the admissions website for each college.
BEFORE YOU BEGIN, you must sign the FERPA Release in order to allow your counselor and teachers to send letters of recommendation to colleges. You only have to do this ONCE (signing the release for one college will automatically apply it to the rest of the colleges on your list). FOLLOW INSTRUCTIONS CAREFULLY AS YOU CANNOT CHANGE YOUR SELECTION AFTER SUBMISSION. Learn more about Common App Registration, FERPA selection, & Syncing to Naviance Instructions.

**STEP 1:**
After you add at least one college:
From the Dashboard, click on any college name and “Show more details” under the college to reveal this screen.

**STEP 2:**
Click “Recommenders and FERPA” and then “Complete Release Authorization.”

**STEP 3:**
Indicate that you understand the authorization and click “Continue.”

**STEP 4:**
Check the 1st box to authorize FHS to send your records.
Click “I waive my right to review all recommendations…”
Click “I understand that my…selection …pertains to all colleges…”
Sign, date and click SAVE.
3a. Overview and Counselor & Teacher Recommendations

Each college has a Recommenders and FERPA section that allows you to manage your recommendations. This section is composed of three parts:

1. The FERPA Release Authorization (see previous page for detailed instructions on this)
2. A portal for inviting and managing recommenders (for Fairview, this is used only for inviting “Other Recomendees,” or letter writers who are not Fairview counselors or teachers. See following page for details.)
3. The lower portion details the types and number of letters a particular college requires (counselor, teacher and other recommenders) or accepts. Most Fairview students submit one counselor and two teacher recommendations to each college.

**COUNSELOR AND TEACHER RECOMMENDATIONS:**

Fairview counselors and teachers use Naviance to process letters of recommendation for college applications. This allows them to upload letters securely and confidentially for access by your colleges.

**BEFORE YOU BEGIN:**

1. Speak to your counselor and teacher recommenders personally.
2. You will **NOT** be able to use the Common App “Invite and Manage Recommenders” portal to request letters from your counselor or teachers. Instead, read and follow Fairview procedures for Requesting Recommendation Letters. Submit all required documents at least one month before your earliest college application deadline.
3. Your counselor and teachers will submit your letter to the Application Type that you assigned to each college in your Naviance “Colleges I’m Applying To” list. Please confirm that each of your Common App colleges has a “Common App” designation in Naviance.

Once your counselor and teachers have submitted their letters through Naviance, you will be able to view each recommender name and a status of “submitted” under the Counselor and Teacher sections for each college. You will **NOT** be able to view the contents of any letters.

**NOTE:** Status bars are not displayed here as they could not be replicated for a fictional applicant.

**IMPORTANT!**

You MUST first invite your teacher in Naviance and designate which schools that teacher writes for.
3b. Other Recommenders

If you do not see a way to assign Other Recommender letters to a college, but you feel that an extra letter would attest to a significant part of your experience, call the college admissions office and explain your situation. Obtain instructions for the best way to send your extra letter, and provide your recommender with the necessary information and materials, including your identifying information to be placed at the top of the letter (usually your full name, date of birth, Common App ID, school name, city and state) and a stamped, addressed envelope if the letter must be mailed.

OTHER RECOMMENDERS:
If you have mentors or peers who have observed your work or experience closely and who are NOT Fairview counselors or teachers, some colleges will allow you to submit extra recommendation letters. Examples include employers, coaches, art or music directors, community service supervisors, peers, etc. (NOTE: Most applicants do not submit extra letters.)

BEFORE YOU BEGIN:
1. Speak personally to your letter writer to confirm that he/she is comfortable writing a recommendation for you.
2. Provide your recommender with a written reflection to help clarify and provide detail for what you would like highlighted in the letter.
3. Obtain the email address he/she will use to establish a Common App account for direct letter uploads to the system.

To invite your Other Recommender, you must complete the following steps:

1. In the Recommenders and FERPA section of your college, go to the Invite Recommenders portal. (You can also use “Invite Other Recommender” at the bottom of the page.)
2. Enter the name and email address you obtained for each of your Other Recommenders. Click Add.
3. For each college that allows you to submit extra letters, go to “Other Recommenders.” Click the “Choose a Recommender” drop down, choose the person you would like to use, and click ASSIGN. Common App will not send an invitation email to your Other Recommender until you assign that recommender to at least one college.

Once your Other Recommender accepts your invitation, you will be able to monitor the status of the letter through the Recommenders and FERPA section for each college.

If your deadline is approaching and the letter has not been submitted, use the Manage Recommenders portal to resend the invitation. (Look for the refresh arrow next to the trash can.)
3c. Advisors

A Common App Advisor is a mentor who provides application advice to you, including a parent, teacher, school counselor, college consultant or other trusted adult.

If you invite someone as a Common App Advisor, you will share your list of Common App colleges, and for each college, the status of required application components.

Giving access to an Advisor is optional, and you can choose to rescind access later.

Colleges and other recommenders DO NOT have access to this information.

Once you invite an Advisor, click on "Enable Preview" to enable the application preview for the advisor. You should only provide this type of access if you are comfortable sharing this information.

Note that you can always share a PDF version of your application without ever using the Advisor feature.

At this writing, if an Advisor is also writing a recommendation letter for you, you must invite the Advisor as an "Other Recommender" and assign the letter to each college here.

Advisor
An advisor can be anyone who is assisting you with your application process. You may invite up to 3 advisors using the 'Add Another' link below. An advisor can view your application information and give you personalized feedback. An advisor does not submit any forms on your behalf.

Carol Hein
Invited on 12/06/2019

Enable Preview

Invite Another Advisor
4a. Common App: Overview & Profile Section

The Common App section contains questions that are viewable by all member colleges, including information regarding your Profile, Family, Education, Testing, and Activities. If a college requires the Writing section (Personal Essay), it must be submitted with the Common App section. Common App provides space for Courses & Grades entry, which is required by only a few member colleges.

Enter your Profile information under the “Common App” tab.

The “Preview” button allows you to view each section as a pdf, the way a college admissions counselor would view your application.

To help with your application, use Video Tutorials provided in each section, along with this Fairview sample application.

As you fill out Common App sections, green check marks appear for each section completed. You will not see a prompt to submit applications unless all required sections are completed.

Note: If you see a green check mark for a section you did not complete, it means a college does not require that section.

Help Center tips are provided on the right sidebar throughout the Common Application. Expand (click the little plus sign) and read! You will find word limits, details and explanations.
4a. Common App: Profile, continued

This is basic personal information that only you know and can complete. Please check with your Fairview Counselor if you feel you might qualify for a Common App fee waiver.
The Family section requires basic information about your parents or guardians, including name, contact and address.

In addition, collect the following information from them:

1. Occupation
2. Employment Status
3. Education Level
4. Institutions Attended (colleges, universities, tech schools, etc.)
5. Degrees received from each institution
6. Year degree was conferred

Similar information is required for other members of your household.
Under the “Current or Most Recent Secondary School” section, use the search tool to select Fairview High School. The Fairview CEEB code is 060118.

Put YOUR high school entry date here. It will be August of the year you started.

Put YOUR high school graduation date here. It will typically be May and the year of graduation.

If you indicate ANY change in progression through high school, you will have the opportunity to enter an explanation of up to 250 words. Make sure you include the cause and how you were affected.
If you have attended “Other Secondary/High Schools” in addition to Fairview, enter them here.

Colleges and Universities: If you have taken a college course (e.g., at CU Boulder or Front Range Community College), you may have received college credit. This can demonstrate that you can handle college level coursework. Please speak to the Fairview Registrar to ensure that your transcript reflects the credit and grade you received.

Check with your counselor about declaring college credit on the Common App.

Note: Courses hosted by a college summer program for high school students may or may not grant college credit. The course must provide a transcript and grade in order to be considered.

“Degrees Earned” generally does not apply to high school students. Please contact your counselor if you have additional questions.

Grades:
- Graduating class size = 540
- Class rank reporting = “None” (Fairview does not rank students)
- Cumulative GPA = Your weighted GPA as reflected on your transcript
- GPA scale = 4
- GPA weighting = Weighted
**Current or Most Recent Year Courses**

**BEFORE YOU BEGIN:**

- **Login to Infinite Campus** and print out your Unofficial Transcript (see “Reports” at left sidebar of Infinite Campus).
- You will need to copy EXACT course numbers and names from your Fairview transcript.

**Fairview Course Level designations:**

- For all Fairview unweighted courses, select “Regular Standard.”
- For Fairview courses titled “IB/AP,” choose the Course Level that corresponds with the test you plan to take (IB or AP). If you plan to take BOTH IB and AP tests, choose Course Level “International Baccalaureate (IB).”

---

<table>
<thead>
<tr>
<th>Course 1 subject</th>
<th>Course 1 name</th>
<th>Course 1 level</th>
<th>Course 1 schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>M&amp;5 AP CALC AB WT</td>
<td>Advanced Placement (AP)</td>
<td>Full Year</td>
</tr>
</tbody>
</table>

---

**How many courses would you like to report?**

6

Please select the course scheduling system your institution is using.

- **Semester**
- **Trimester**
- **Quarter**

Clear answer.

---

**Course 2 subject**

[Image of the Common App interface showing the section for listing courses for the current or most recent year.]
Community Based Organizations (CBOs) are non-profit groups that provide college counseling and educational advice to underserved students. Examples include “I Have a Dream” Foundation or Prep for Prep.

The answer is “0” for most Fairview students.

Enter academic honors you have received at the school, regional, state, national or international level. Honors include any recognition of academic achievement, including awards from clubs (e.g., Robotics Club, Debate Team) or the community (e.g., Science Fair, National History Day Regional placements).

You can enter up to 5 awards.

In this section, you can state your future career or degree intentions beyond your undergraduate years. All questions in this section are available for all your colleges to see.

In Common App sections specific to a college, you may be asked questions about your intended major or department interest. Make sure it does not contradict with what you enter here.
If you are applying to colleges that recommend or require testing, you should self-report your best scores here, irrespective of what individual colleges require or how you have chosen to use score selection.

“Score Choice” is a College Board test-reporting option students can use to submit select SAT Reasoning and Subject Test scores to colleges. Similarly, ACT permits students to select the scores they wish colleges to receive. For more information, please visit the following sites:

**SAT & SAT Subject Tests: Score Choice**

**ACT: Send Your Scores to Others**

In addition to providing this self-reported information, it is also your responsibility to note the specific requirements of the colleges to which you are applying and submit official score reports as necessary. For more details about these tests, see [SAT and ACT](#) on the Fairview Counseling site.

COVID-19 Update - Check with each of your colleges to determine standardized testing requirements.

*In addition to sending official score reports as required by colleges, do you wish to self-report scores or future test dates for any of the following standardized tests: ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS?*

- [ ] Yes
- [ ] No

*Indicate all tests you wish to report. Be sure to include tests you expect to take in addition to tests you have already taken.*

- [ ] ACT Tests
- [ ] SAT (before March 2016)
- [ ] SAT (March 2016 or after)
- [ ] SAT Subject Tests
- [ ] AP Subject Tests
- [ ] IB Subject Tests

*International applicants: Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board? (Students studying in the US typically answer no to this question.)*

- [ ] Yes
- [ ] No

*You should self-report your best scores as instructed, regardless of what individual colleges require.*

*What is Score Choice and how does it impact what I report?*

- [ ] Yes
- [ ] No

*You can return at any time and change your answer to any question in the Common App for future.*
If you took the ACT or SAT, enter your best section scores in the Common App Testing section, regardless of whether any of your colleges require you to “Send All Scores.”

It is your responsibility to follow up by sending official scores according to individual school requirements: Best Scores only or All Scores.

NOTE: While ACT and SAT organization websites will allow you to select test dates to report, SAT will not allow you to select individual test sections. ACT will allow you to report test sections.
Most students in Class of 2022 can disregard the Common App directions about SAT (before March 2016).
If you took SAT Subject Tests, you can report the scores here. College Board no longer offers SAT Subject Tests as of January 2021.

You can report AP test scores here and follow through by sending official scores from College Board.

You can self report IB test scores here.
Though Common App allows entry of up to 10 extracurricular activities, FHS Counseling advises that you enter information only about activities that were most meaningful to you. Most selective colleges look for students who are deeply involved in only a few activities over a longer period of time, where a progression toward impact or leadership is demonstrated. This example lists 9 activities only to provide illustration for how different activities could be represented.

Use the black arrows at the top right of each activity entry to re-order it according to order of importance to you. Put your most significant activities toward the top of your list to help highlight your experiences and to aid admissions officers who only have a few minutes to scan your application.

Common App provides multiple Activity Types, including, but not limited to:
- Family Responsibilities
- Work (Paid)
- Internships
- Social Activism

Colleges seek students who bring a diversity of experiences to campus!

Take advantage of the space given to fully describe your activities and what you accomplished for that extracurricular:
- 50 character limit for Position/Leadership
- 100 character limit for Organization Name (use character limit to say name and function of organization)
- 150 character limit for Activity Description

Use a variety of action verbs to describe your involvement and abbreviate when possible. (i.e. Leadership = ldrshp)

Specific details are more informative than general explanations.

Don’t exaggerate the time you spent on each activity.
4d. Common App: Activities Section, continued

**Activity 2**

- **Activity type:** Foreign Exchange

- **Position/Leadership description and organization name, if applicable:** Volunteer, Global Works

- Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
  
  Intensive community service and language immersion

- **Participation grade levels:**
  - [ ] 9
  - [ ] 10
  - [x] 11
  - [ ] 12
  - [ ] Post-graduate

- **Timing of participation:**
  - [ ] During school year
  - [x] During school break
  - [ ] All year

- **Hours spent per week:**
  
  70

- **Weeks spent per year:**
  
  

**Activity 3**

- **Activity type:** Academic

- **Position/Leadership description and organization name, if applicable:** Inductee, National Honor Society, Fairview Chapter

- Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
  
  This national organization recognizes students for

- **Participation grade levels:**
  - [x] 11
  - [x] 12
  - [ ] Post-graduate

- **Timing of participation:**
  - [x] During school year
  - [ ] During school break
  - [ ] All year

- **Hours spent per week:**
  
  1.5

- **Weeks spent per year:**
  
  30
### Activity 4

**Activity type:** Career-Oriented

**Position/Leadership description and organization name, if applicable:** Babysitting Business

Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150)

Marketed my business with flyers and business card

**Participation grade levels:**
- [x] 9
- [x] 11
- [x] 12
- [ ] Post-graduate

**Timing of participation:**
- [x] All year

**Hours spent per week:** 5

**Weeks spent per year:** 43

---

### Activity 5

**Activity type:** Athletics: JV/Varsity

**Sport/team:** Cross-Country

**Position/Leadership description and organization name, if applicable:** Varsity competitor

Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150)

Run for the varsity team in my junior and senior year

**Participation grade levels:**
- [x] 9
- [x] 10
- [x] 11
- [x] 12
- [ ] Post-graduate

**Timing of participation:**
- [x] During school year
- [ ] During school break
- [ ] All year

**Hours spent per week:** 15

**Weeks spent per year:** 15
Activity 6

- Activity type: Community Service (Volunteer)
- Position/Leadership description and organization name, if applicable: Server and Cook, Boulder Homeless Shelter
- Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
  - Active by 5:30AM to prepare buffet-style breakfast.
- Participation grade levels:
  - 9
  - 10
  - 11
  - 12
  - Post-graduate
- Timing of participation:
  - During school year
  - All year
- Hours spent per week:
  - 3
- Weeks spent per year:
  - 7

Activity 7

- Activity type: Community Service (Volunteer)
- Position/Leadership description and organization name, if applicable: Teacher Assistant
- Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
  - Supported students’ growth in science and writing.
- Participation grade levels:
  - 9
  - 10
  - 11
  - 12
  - Post-graduate
- Timing of participation:
  - During school year
  - All year
- Hours spent per week:
  - 3
- Weeks spent per year:
  - 14
4d. Common App: Activities Section, continued

Activity 8

Activity type:
- Community Service (Volunteer)

Position/Leadership description and organization name, if applicable:
- Head of Publicity, Interact Service Club

Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
- Interact club carries out two service projects a year.

Participation grade levels:
- [ ] 9
- [ ] 10
- [ ] 11
- [x] 12
- [ ] Post-graduate

Timing of participation:
- [x] During school year
- [ ] During school break
- [ ] All year

Hours spent per week:
- 2

Weeks spent per year:
- 34

Activity 9

Activity type:
- Athletics Club

Sport/Team:
- Tennis

Position/Leadership description and organization name, if applicable:
- Member

Please describe this activity, including what you accomplished and any recognition you received, etc. (Max characters: 150):
- Worked with a partner to improve as a player as part

Participation grade levels:
- [ ] 9
- [ ] 10
- [ ] 11
- [x] 12
- [ ] Post-graduate

Timing of participation:
- [x] During school year
- [ ] During school break
- [ ] All year

Hours spent per week:
- 12
Common App provides space for three types of essays that can be sent to all your colleges:

1. Personal Essay
2. Disciplinary History
3. Additional Information

While most colleges require a Personal Essay, there are a few that don’t. If you’ve already gone through the trouble of writing the essay, don’t hesitate to submit it to schools that don’t require it. The essay will help differentiate you from other applicants.

The Disciplinary History section allows you to submit 400 word explanations about school or community infractions.

The Additional Information is an optional 250-650 word essay, allowing you to highlight other activities or elaborate on special circumstances. Take advantage of this extra space!

If a college requires ANY essays in the Writing Section, it must be submitted with the Common App portion of your application, along with the application fee, before the deadline.
4f. Common App: Writing Section, continued

Before submission, use the “Preview” button to view your Personal Essay as college admissions counselors will see it.

Common App provides a view of colleges on your list that require or don’t require the personal essay. For colleges that do not require the essay, you are given a choice to include or exclude the writing section before submission.

If you have taken the time write an essay, consider sending it to those colleges anyway as a sample of your writing ability.

These are some of the 2021-2022 Common App Prompt choices.

Note that each of the prompts are fairly open-ended and allows you considerable leeway with regard to interpretation.

For more information about writing your Personal Essay, see College Essays.

The Common App platform allows unlimited editing on all essays at any time before each submission.
The Common App essay fields are restricted by minimum and maximum word entries. An essay composed in MS Word (or other rich text editor) will include invisible formatting that increases word count when copied and pasted into the Common App personal statement field.

**If you are having word count issues, strip all hidden formatting as follows:**

1. Copy and paste your essay into a plain text editor, such as Notepad (Windows) or TextEdit (Apple OS). These are apps that are included in those operating systems.
2. From there, copy and paste into the Common App essay box.

This should give you a more accurate word count.
Take advantage of the Additional Information section to write about anything else you think should be considered by the colleges you are applying to. This is another 650 word opportunity to convey information about yourself.

This is NOT an essay. This could include individual explanations of:

- Another significant experience that shaped you.
- Explaining any of your clubs and activities more completely than you were able to do in the “Activities” section.
- Obstacles you have overcome.
- Jobs you’ve held outside of school.
- Family or personal situations that may have affected your grades or test scores.

For more suggestions on the Additional Information section, see this article on the Fairview website.
Some Common App colleges require the Courses & Grades section. Check this grid to see if any college on your list requires you to self-report. If none of your colleges appear under the “Required” list, then skip this section. Common App does not forward it to those colleges.

Note that all colleges verify self-reported grades with a required Final Transcript, which you will request from Fairview in May once you make your final college choice.

BEFORE YOU BEGIN:

1. Make sure you have entered ALL high schools you have attended in the Education section of the Common App (Other Secondary Schools).

2. Login to Infinite Campus and print out your Unofficial Transcript (see “Reports” at left sidebar of Infinite Campus). You will need to copy exact course names, dates, credits and grades from this transcript.

You will need to answer “yes” to this question before you can proceed, which most Fairview students should be able to do. If you cannot answer “yes” to this question, please see your Counselor.
If you received credit for courses you took at other schools in this school year, click here to add courses and grades info.

Do not supply Final grades for the year as Fairview only provides end of semester grades on your transcripts.

Do not supply total course credits for the year as Fairview only provides semester credits on your transcripts.

Enter both the course number and name EXACTLY as it appears on your Fairview transcript, including course abbreviations.

When assigning Course Levels provided in the dropdown menu, use only the following for Fairview courses:

- College Prep - for ALL Fairview unweighted courses
- Advanced
- Pre-IB
- Advanced Placement (AP)
- International Baccalaureate (IB)
- N/A - for all other non-core courses, such as Freshman Seminar or Student Council

If a Fairview course is titled “IB/AP”:
- Choose the Course Level that corresponds with the test you took (IB or AP).
- If you took both IB and AP tests, choose Course Level “International Baccalaureate (IB)”.

Use the “School Year” indicated on your Fairview transcript for this grade.

Fairview uses grading scale “A-F” and a “Semesters” schedule. Fairview does not use + or - in grading.

When you finish entering courses and grades for each year, remember to click this box to indicate completion of this section.
Here are examples of Suzy's Course & Grades entries for 9th to 11th grades.

### Courses & Grades – 9th grade

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Semester Grades</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview High School</td>
<td>120 PIB LA 9 WT</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Geometry</td>
<td>744 PIB GEOM H</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>142 PIB CHEM-PHY1</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Foreign/World Language</td>
<td>F72 SPANISH 2</td>
<td>College Prep</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>128 PIB GEOG</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>126 PIB GOVERN</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
</tbody>
</table>

### Courses & Grades – 10th grade

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Semester Grades</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview High School</td>
<td>121 PIB LA 10 WT</td>
<td>Pre-IB</td>
<td>B</td>
<td>5</td>
</tr>
<tr>
<td>Algebra</td>
<td>136 PIB ALG 2H WT</td>
<td>Pre-IB</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Biology</td>
<td>146 PIB BIOL 1-2 WT</td>
<td>Pre-IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>T41 WORLD HISTORY</td>
<td>College Prep</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Art (Visual or Performing)</td>
<td>A41/44 DRAW-PAINT 1 &amp; 2</td>
<td>College Prep</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Foreign/World Language</td>
<td>F73 SPANISH 3</td>
<td>College Prep</td>
<td>B</td>
<td>5</td>
</tr>
</tbody>
</table>

### Courses & Grades – 11th grade

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

<table>
<thead>
<tr>
<th>School Name</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Semester Grades</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview High School</td>
<td>180 IB LA 11 WT</td>
<td>International Baccalaureate</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>198 IB ELEM FUNC WT</td>
<td>International Baccalaureate</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>M52 ADV PRECALC 1 WT</td>
<td>Honors</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>History/Social Science</td>
<td>T21 US HISTORY</td>
<td>College Prep</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Foreign/World Language</td>
<td>F79 SPANISH 4 WT</td>
<td>Honors</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>144 IB CHEM 1 WT</td>
<td>International Baccalaureate</td>
<td>B</td>
<td>5</td>
</tr>
</tbody>
</table>
Grades for your Fall senior year courses are not available until January. Most of you will be submitting your applications before that and will answer "no" to this question.

If required by any of your colleges, submit a [Mid-Year Transcript Request](#) to the Counseling Office in January.

Your Final Transcript is sent to the college of your choice in May after you complete Senior Graduation Survey procedures in the Counseling Office.
The “Other Courses” section is reserved for those courses taken at Fairview High School or other institutions for which you received credit on your Fairview transcript. These can include:

- Middle school courses for which you received high school credit.
- Summer courses taken at BVSD or at other institutions for which you received credit.
- Courses taken after high school.

Note that you must speak to the Fairview Registrar to confirm that credit for those courses are reflected on your transcript. The Fairview Registrar’s office is located in the Counseling Center.

In this example, the student took G50 Health, a Fairview course during the summer after 9th grade. This course is reflected on her Fairview transcript, so she self-reports it to her college in the “Other Courses” section.

Any college course(s) you took privately through a college or university that does not give BVSD credit, list here. If you have questions, please see your counselor.
Use the Preview button to view or print your entries and double check them against your high school transcript. Here's a preview of Suzy Fairview's entered Courses & Grades.

### Grade 9

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Level</th>
<th>Grade (A-F)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>120 PIB I A 9 MT</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>GEOGM</td>
<td>154 PIB GEOGM H</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>CHEM</td>
<td>152 PIB CHEM-PHY I</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>LANG</td>
<td>172 SPANISH 2</td>
<td>PREP</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>MIST</td>
<td>128 PIB GOVERN</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>HIST</td>
<td>25 PIB GEOG</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>PE/HEALTH</td>
<td>123 FITNESS</td>
<td>PREP</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>OTHER</td>
<td>X 120A FRESHMEN SEMINAR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grade 10

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Level</th>
<th>Grade (A-F)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>121 PIB LA 10 WT</td>
<td>PREIB</td>
<td>B</td>
<td>5</td>
</tr>
<tr>
<td>ALG</td>
<td>156 PIB ALG 24 WT</td>
<td>PREIB</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>BIOL</td>
<td>140 PIB BIOL 1-2 WT</td>
<td>PREIB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>HIST</td>
<td>211 WORLD HISTORY</td>
<td>PREP</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>ART</td>
<td>141/142 DRAW-PAINT 1 S</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grade 11

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Level</th>
<th>Grade (A-F)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>180 PIB LA 11 WT</td>
<td>IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>TRIG</td>
<td>198 ELEM TAN WT</td>
<td>IB</td>
<td>C</td>
<td>5</td>
</tr>
<tr>
<td>PRECALC</td>
<td>ME2 ADV PRECALC 1 WT</td>
<td>IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>HIST</td>
<td>211 US HISTORY</td>
<td>PREP</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>LANG</td>
<td>179 SPANISH 4 WT</td>
<td>IB</td>
<td>A</td>
<td>5</td>
</tr>
<tr>
<td>CHEM</td>
<td>144 IB CHEM 1 WT</td>
<td>IB</td>
<td>B</td>
<td>5</td>
</tr>
</tbody>
</table>

### Grade 12

No courses reported.

### Other Courses

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Name</th>
<th>Level</th>
<th>Grade (A-F)</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER</td>
<td>150 Health</td>
<td>N/A</td>
<td>A</td>
<td>5</td>
</tr>
</tbody>
</table>
The My Colleges section contains requirements specific to each college on your list.

Depending on how you answer college-specific Questions, you may have to submit additional answers.

For example, if you specify some majors, a college may require you to submit an essay explaining this interest.

For each college, choose a Term or Admission Plan.

For more information about Admission Plans, see Application Deadlines on the Fairview Counseling website.

Once you choose a Term and Admission Plan for a college, a deadline appears on your Dashboard.
5a. Special Instructions for Early Decision Applicants

Early Decision (ED) is a binding agreement. If you apply ED and you are accepted (and the financial aid offer is acceptable to you and your family), you must withdraw all applications to other colleges.

If you choose to apply Early Decision (ED) to a college, you must complete a 4 step process:

Step 1:

YOU must read and sign the Common App ED agreement:

- a. Click on your ED college
- b. Click on “Questions”
- c. Select “Early Decision” for your Preferred Admission Plan.
- d. Read and sign the Early Decision Agreement.

Step 2:

YOUR COUNSELOR must read and sign an ED agreement, Common App account.

Notify your counselor that you are applying Early Decision to this college.
5a. Special Instructions for Early Decision Applicants (continued)

**Step 3:**

YOUR PARENT OR LEGAL GUARDIAN must read and sign an ED agreement:

a. At the left sidebar for the college, click “Recommenders and FERPA"

b. Scroll to “Parent"

c. Click “Invite Parent”

**Step 3, continued:**

d. When this overlay appears, enter your parent/guardian name and an email address here.

e. Click “Invite.”

**Step 4:**

After these steps are followed, your parent/guardian will receive an email with a URL, which he/she must access in order to:

- Enter an email address (this is case sensitive).
- Read and sign the ED agreement.
- Click “Save.”
College-specific questions typically ask you to give additional information such as academic interests, alumni relatives, or why you want to attend the college. For many colleges, this section is a significant factor in their decision to admit students. Give this section as much time as you’ve given to other parts of the application!

College-specific questions are part of your main application to a Common App college. These answers are submitted with your Common Application by the deadlines specified by the college. Note that the Writing Supplement is a separate submission.

Questions specific to a college are displayed by clicking on the left sidebar under the college name. In this example, CU Boulder requires answers to six sections of questions. A green checkmark appears as you complete each section.
Some colleges require Writing Supplements in addition to the Common App Personal Essay. Go to “My Colleges” - you will see the questions either under “Application>Questions” or “Writing Supplement>Questions.”

Be aware that depending on the major you indicate, more essays may be required under the Writing Supplements.

Some Individual Writing Supplements are a separate submission. It may be submitted to colleges after the Common App portion, but before the deadline.
Selective colleges tend to provide more opportunities to express your unique personality. Remember to be yourself and give authentic answers.
5d. Additional Materials

Some colleges give you the option to submit additional materials that further demonstrate your abilities. These can include items such as resumes, portfolios, website links, videos, research materials or other documents. The opportunity to submit additional materials may depend on how you answer questions regarding academic interests (majors).

In the My Colleges section, each college will specify what types of submissions they accept and how the submission should be made. Continue reading to view examples of the most common avenues for submission of additional materials.

NOTE: Some colleges allow you to upload Additional Materials directly to their own applicant system AFTER you submit your application. Check the application instructions for each college for information regarding submission of additional or supplementary materials.
Check with each college to see what extra media they allow (Website, Dropbox, YouTube, Slideroom).
Depending on how you answer certain questions, some colleges will invite you to submit portfolios through SlideRoom, a third party site that allows submission of media and larger documents such as research papers or articles. If you have something to submit, answer “yes” to the prompt.

NOTE: Most students do not submit portfolios unless it’s required by their major.

If you answered “yes” to the invitation to submit a portfolio, a link to instructions for SlideRoom submission appears in the left sidebar under the college. Follow this link to SlideRoom.com, and you will be walked through account creation and submission.

**SlideRoom requires a separate submission AFTER you submit your Common Application to a college.** Students are able to begin an account through this link and return to it periodically to continue editing. Remember to go back to this account to submit your portfolio after you submit your Common App.

**NOTE:**

- Some colleges include more questions in SlideRoom to allow you to elaborate on your submission. If you are submitting a Portfolio, make sure you allow extra time to complete these questions.

- Some colleges also use SlideRoom to accept further Letters of Recommendation specific to the activity described in your portfolio. These recommenders could include a research mentor, a dance coach, an artistic director or other adults who can testify to your accomplishment.
6. Submission

Common Application submission is a 3 step process:

1. **PREVIEW your Common Application before you submit.**

   College admissions reps view a PDF version of your application. Note how all of your entries look and adjust any formatting if necessary. If any of your entries look sparse, go back to that section and add/edit information. Have a trusted adult proofread the PDF for you. Be open to suggestions. Behind every good writer is an excellent editor.

   SAVE a copy of the print preview to your hard drive just before final submission.

2. **PAY the application fee (unless you have a waiver).**

   You are not finished! There may be considerable lag time between this payment step and the following signature step. Be patient. Do not hit the back button and pay twice.

3. **SIGN the affirmation and complete the submission.**

   When you sign the affirmation, you are stating that all of the information you are giving is true and is your own work. Your confirmation is the green check that appears.

Reminder: The Individual College Writing Supplement is a separate submission!

Individual College Writing Supplements may be submitted to colleges AFTER the main Common Application is submitted, but BEFORE the deadline. There is no fee associated with Writing Supplement submission.

Some colleges provide a Writing Supplement deadline that is different from the Common Application deadline. Keep track of your deadlines.

NOTE: In order to keep student application materials together, many colleges do not provide a separate Writing Supplement section and instead choose to include extra questions in the main Common App section. This allows you to submit materials once.

Reminder: The Portfolio is a separate submission!

Most students DO NOT submit a portfolio unless it is required by a college major or a college provides submission as an option. See Additional Materials for more information.

If you are submitting a Portfolio to a college, go to the SlideRoom link provided by your college (see left sidebar under the college name). **Submit your SlideRoom portfolio AFTER you have submitted the main section of the Common Application.**