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.

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The Common Application is an online application system for undergraduate admissions to over 700 member colleges and universities.

The **Common App** section combines questions from many college applications into one universal document that can be sent to any member college.

The **My Colleges** section allows students to answer questions specific to each college on their list. Students can also assign specific recommenders to each institution in this section.

The **Dashboard** provides an overview of your colleges on your list, along with specific deadlines and writing requirements.

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.

Questions common to all colleges.

Questions specific to a college, in this case, **Colorado State University**.
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.

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.

Use the College Search tab to find and add colleges to your application 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 “My College Requirements” to view a quick list of deadlines and application fees for each college on your list.

ALWAYS double check the college 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. Find out more about FERPA and why you should sign this release.

STEP 1:

After you add at least one college:

From the Dashboard, click on any college name to reveal this screen.

Next to “Recommenders and FERPA”, click “Incomplete”

STEP 2:

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

1. The upper “For All Colleges” portion displays items that apply to ALL of your Common App colleges, including your FERPA Release and a portal for inviting and managing recommenders (for Fairview, this is used only for inviting “Other Recommenders,” or letter writers who are not Fairview counselors or teachers. See following page for details.)

2. The lower portion details the types and number of letters a particular college requires or accepts as an optional submission. 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.
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.

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 and Manage Recommenders portal.
2. Enter the name and email address you obtained for each of your Other Recommenders. Click Add Recommender.
3. For each college that allows you to submit extra letters, select Add Another to pull up a list of “Other Recommenders” you’ve previously added and ASSIGN specific letters to this college. 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 Invite and Manage Recommenders portal to resend the invitation.
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. Common App allows you to invite up to three Advisors.

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, you can additionally choose to provide view-only access to you your entire application, including your answers to Common App and college-specific questions. You should only provide this type of access if you are comfortable sharing this information.

Note that you can always share Previews (PDF versions) 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. See Other Recommenders for more information.

NOTE: Common App may update this feature to allow selection of Advisors from the “Add Another” link under “Other Recommender.” In this case, you would not be required to invite your Advisor as and Other Recommender.
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.

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.
4a. Common App: Profile, continued
4a. Common App: Profile, continued

**Geography**

Country of birth *
United States of America

City of birth *
Boulder

State/Province of birth *
Colorado

Number of years you have lived in the United States *
18

Number of years you have lived outside the United States *
0

**Language**

Number of languages you are proficient in *
1

Select language *
English

Language proficiency *
First Language, Speak, Read, Write, Spoken at Home

**Citizenship**

Select your citizenship status *
U.S. Citizen or U.S. National

Social Security Number, required if applying for financial aid via FAFSA
Scholar Snapp is a web app that allows you to enter basic profile data for a participating scholarship, and then re-use that data for other participating scholarships without re-typing. It provides some scholarship search capability for funds that are not affiliated with colleges, such as The Boettcher Foundation or The Daniels Fund. It is NOT connected to college-specific, merit-based scholarships.

If you are pressed for time, select “No” for now. This does not affect your application standing with colleges. You can opt-in after you submit your application, or go directly to the Scholar Snapp website.

Please check with your Fairview Counselor if you feel you might qualify for a Common App fee waiver.
4b. Common App: Family Section

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.

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.

Wendy Herron (A-CL)
wendy.herron@bvsd.org
(720) 561-5334

Shayne Culpepper (CO-HAN)
shayne.culpepper@bvsd.org
(720) 561-5339

Ashley Houston (HAO-LE)
ashley.houston@bvsd.org
(720) 561-3241

Matt Mowen (LI-PAR)
matt.mowen@bvsd.org
(720) 561-5332

Michelle Friend (PAS-SL)
(formerly Michelle Kletzky)
michelle.friend@bvsd.org
(720) 561-5338

Hal Burns (SM-Z)
hal.burns@bvsd.org
(720) 561-5340
If you have attended other high schools in addition to Fairview, enter them here.

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.

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.

- Graduating class size = 550
- 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.

**Course Level designations:**

- For all Fairview unweighted courses, these Course Levels do not apply. Do not make a selection.
- All Fairview weighted classes that are NOT AP or IB should be designated as “Honors.”
- 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).”
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 employ 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.
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, it will not allow you to select individual test sections. Thus, all section scores for a selected test date will be sent.
If you took the old SAT administered BEFORE March 2016 and wish to report those scores, enter them here.

NOTE: Most students in Class of 2019 took the new SAT administered by BVSD in April 2018.
Many colleges require or recommend at least two SAT Subject tests. Regardless of college requirements, report the scores here if you think you did well. Follow up by sending official scores to colleges from College Board.

See SAT Subject Tests for more information.

You can report AP test scores here and follow through by sending official scores from College Board. Follow up by sending official scores to colleges from College Board.
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 and Organization Name.
- 150 character limit for Activity Description

Use a variety of action verbs to describe your involvement.

Specific details are more informative than general explanations.

Don’t exaggerate the time you spent on each activity.

For those activities that you intend to participate in while in college, be sure to mark “yes” here. Colleges are looking for engaged students who will contribute to campus activities.

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 10 activities only to provide illustration for how different activities could be represented.

Use the red 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.
4d. Common App: Activities Section, continued

**Activity 2**

- **Activity type**: Foreign Exchange
- **Position/Leadership description and organization name, if applicable**: Volunteer, Global Works
- **Additional information**: Intensive community service and language immersion trip (see additional information)
- **Participation grade levels**: 11
- **Timing of participation**: During school break
- **Hours spent per week**: 70
- **Weeks spent per year**: 3
- **I intend to participate in a similar activity in college**: Yes

**Activity 3**

- **Activity type**: Academic
- **Position/Leadership description and organization name, if applicable**: Inductee, National Honor Society, Fairview Chapter
- **Additional information**: This national organization recognizes students for their scholarship, leadership, service and character. About 50 students/class are honored each year
- **Participation grade levels**: 11, 12
- **Timing of participation**: During school year
- **Hours spent per week**: 1.5
- **Weeks spent per year**: 30
- **I intend to participate in a similar activity in college**: Yes

*https://apply.commonapp.org/ca4app/#/0/00222714e7*
4d. Common App: Activities Section, continued

**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.**
  - Marketed my business with flyers and business cards, I grew my business while maintaining my original families

- **Participation grade levels**
  - 11, 12

- **Timing of participation**
  - All year

- **Hours spent per week**
  - 5

- **Weeks spent per year**
  - 43

- **I intend to participate in a similar activity in college**
  - No

**Activity 5**

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

- **Activity name**
  - 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.**
  - Ran for the varsity team in my junior and senior years.

- **Participation grade levels**
  - 9, 10, 11, 12

- **Timing of participation**
  - During school year

- **Hours spent per week**
  - 15

- **Weeks spent per year**
  - 15

- **I intend to participate in a similar activity in college**
  - No

---

**What are the character limits for details, honors won, and accomplishments fields?**

- You are allowed 150 characters for details, honors won, and accomplishments, and then 50 for posts. **[more]**

---

**Order/reorder of activities**

- Please list your principal activities in order of importance to you. You can change the order by us. **[more]**

---

**Activity type not on the list**

- If your activity type is not listed you can select "other club/activity" from the drop-down list. **[more]**

---

**Delete a selection**

- You may delete any response to a question by clicking the "X" in the selected box. If your page has. **[more]**

---

**Required questions**

- Required questions are marked by a RED asterisk and you must enter information for these questions. **[more]**
4d. Common App: Activities Section, continued

### Activity 6

**Activity type**
Career Oriented

**Position/Leadership description and organization name, if applicable**
Regional Winner, Future Business Leaders of America

Please describe this activity, including what you accomplished and any recognition you received, etc.

National Awards Program in which students compete to demonstrate their business skills. I placed 1st and 2nd at Regionals, qualifying for State.

**Participation grade levels**
10, 11, 12

**Timing of participation**
During school year

**Hours spent per week**
3

**Weeks spent per year**
24

I intend to participate in a similar activity in college. Yes

### Activity 7

**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.

Arrive by 5:30 AM to prepare buffet-style breakfast.

**Participation grade levels**
10, 11, 12

**Timing of participation**
All year

**Hours spent per week**
3

**Weeks spent per year**
7

I intend to participate in a similar activity in college. Yes
4d. Common App: Activities Section, continued

Activity 8

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.
Supported students' growth in science and writing, while gaining hands-on teaching experience working with children in a classroom setting.

Participation grade levels
10, 11, 12

Timing of participation
During school year

Hours spent per week
3

Weeks spent per year
14

I intend to participate in a similar activity in college
No

Activity 9

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.
Interact club carries out two service projects a year: one that helps their school or community and one that promotes international understanding.

Participation grade levels
10, 11, 12

Timing of participation
During school year

Hours spent per week
2

Weeks spent per year
34

I intend to participate in a similar activity in college
No
4d. Common App: Activities Section, continued

**Activity 10**

**Activity type**
Athletics: Club

**Activity name**
Tennis

**Position/Leadership description and organization name, if applicable**
Member

Please describe this activity, including what you accomplished and any recognition you received, etc. *

Worked with a partner to improve as a player as part of Fairview's Girls Tennis Team

**Participation grade levels**
9, 10, 12

**Timing of participation**
During school year

**Hours spent per week**
12

**Weeks spent per year**
9

I intend to participate in a similar activity in college. *

No
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.
Before submission, use the “Preview” button to view your Personal Essay as college admissions counselors will see them.

These are the 2018-2019 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.

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.

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 character 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.
If you answer “yes” to either question regarding school or community infractions under Disciplinary History, you have the opportunity to explain both in 400 words each.

Be sure to explain the following:

1. You understand and took responsibility for what happened.
2. Express regret for your mistake.
3. Detail what you did to rectify the situation.
4. Show what you learned and that you’ve moved on.
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, including but not limited to:

- Another significant experience that shaped you.
- Explaining any of your clubs and activities more completely than your 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.
Only a few Common App colleges, including USC, 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 these four questions before you can proceed, which most Fairview students should be able to do. If you cannot answer "yes" to any of these questions, 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
- **Honors** - for ALL Fairview weighted courses, including those titled “Advanced,” which are NOT Pre-IB, AP or IB
- **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)”.

When you finish entering courses and grades for each year, remember to click this box to indicate completion of this section.

When you finish entering courses and grades for each year, remember to click this box to indicate completion of this section.

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

• Fairview uses grading scale “A-F” and a “Semesters” schedule.

For each grade click here to enter courses and grades, using your Fairview Unofficial Transcript as a reference.
Here are snapshots 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.

**Courses & Grades - 10th grade**

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

**Courses & Grades - 11th grade**

Use this grid to report your courses exactly as they appear on your transcript.
Course 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 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 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 M35 Algebra 1 Advanced, a Fairview course, while in middle school in the year prior to 9th grade. This course is reflected on her Fairview transcript, so she self-reports it to her college in the “Other Courses” section.
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>Schedule</th>
<th>Final</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>05 PUB LA 9 WT</td>
<td>PRE IB</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>GEOM</td>
<td>04 PUB GEOM H</td>
<td>PRE IB</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>CHEM</td>
<td>02 PUB CHEM PHY1</td>
<td>PRE IB</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>LANG</td>
<td>F72 SPANISH 2</td>
<td>C PREP</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>HIST</td>
<td>08 PUB GOVERN</td>
<td>PRE IB</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>HIST</td>
<td>08 PUB GEOG</td>
<td>PRE IB</td>
<td>A A</td>
<td>5 5</td>
<td></td>
</tr>
<tr>
<td>P.E./H.LTH</td>
<td>P33 FITNESS</td>
<td>C PREP</td>
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<td>XPMA FRESHMAN SEM</td>
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### Grade 10

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### Grade 11

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### Grade 12

No courses reported.

### Other Courses

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<td>HON</td>
<td>A A</td>
<td>5 5</td>
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</table>
For each college, choose a Term or Admission Plan.
For more information about Admission Plans, see Application Deadlines on the Fairview Counseling website.

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.

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.

YOU must 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”

d. When this overlay appears, enter your parent/guardian name and an email address here.
e. Click “Add Recommender.”

Step 3, continued:

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.”
5b. College-Specific Questions

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 five sections of questions. A green checkmark appears as you complete each section.

CU Boulder’s “Other Information” questions require parent involvement as they require information regarding family income as reported on tax forms.
Some colleges require **Writing Supplements** in addition to the Common App Personal Essay. Check your dashboard to make sure you have prepared all required supplements.

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

**Individual Writing Supplements are a separate submission. It may be submitted to colleges after the Common App portion, but before the deadline.**

NOTE: Some colleges don’t have Writing Supplements, but have “essay” prompts in their Common App “Questions” section. These must be included with the initial Common App submission.
If a college requires a Writing Supplement, the questions are displayed by clicking on the left sidebar under the college name.

Selective colleges tend to provide more opportunities to express your unique personality. Remember to be yourself and give authentic answers.
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.
Some colleges allow you to use third party sites (such as ZeeMee) to submit videos that enhance your application.

Note that a ZeeMee or even a YouTube link could also be provided when a college allows entry to any website link, as shown in the previous page.
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.

SlideRoom requires a $5-$10 fee for each submission. The fee amount varies depending on the type or number of uploads allowed by a college. A few colleges cover this fee and you may not see a payment screen. Common App Fee Waiver recipients are automatically exempt from this fee.

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.
Common Application submission is a 3 step process:

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

   College admissions officers 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.

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The Writing Supplement is a separate submission:

**Individual 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 by using an application checklist.

**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.

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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.**

**SlideRoom requires a $5-$10 fee for each submission.** The fee amount varies depending on the type or number of uploads allowed by a college. A few colleges cover this fee and you may not see a payment screen. Common App Fee Waiver recipients are automatically exempt from this fee.