Common Application Instructions 2019

WWW.COMMONAPP.ORG

Common App works best in Chrome and Safari, but NAVIANCE needs to be in Chrome.

Do not invite your teachers or counselors to be recommenders on the Common App!!!

1. The email address you use for the Common Application **MUST** match the email address you use in NAVIANCE STUDENT. You can change your email address in the About Me section of NAVIANCE STUDENT.

2. Use a personal email address to apply to college…YOU SHOULD NOT USE A PARENT'S EMAIL. By now everyone should have checked their email address that is listed in Naviance Student.

3. In Common App you will create your own login and password. The password has to be specific. Save it in your phone and somewhere else. TWHS is unable to reset it, and we can't help you if it's only auto saved on your computer at home!

4. **The education section of the Common Application must be completed before you match your account in NAVIANCE STUDENT.**

   ❖ Current or most recent school: 441471 The Woodlands High School
      i. Date of entry (if you have been here all four years) 08/2015
      ii. Board: No
      iii. Grad Date: 05/24/2019
      iv. Counselor Prefix: Ms.
      v. Counselor first name, middle initial (blank), last name, email: SEE BELOW
      vi. Job Title: Academic Counselor
      vii. Phone: 936-709-1200

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   ❖ Other School: only complete if you have attended another high school and been awarded credit there.
   ❖ Community Based Organizations: 0
   ❖ Education Interruption: Most of you will mark I have no interruption to report. Please talk to Mrs. Hollie if this needs to be a different answer, or if you moved to TWHS, **this is your time to talk about the changes you made.**

- ❖ Colleges and Universities: ONLY IF YOU HAVE COMPLETED OR ARE IN DUAL CREDIT (this is NOT AP credit!)
    i. Lone Star College System
    ii. Course taught on secondary campus
    iii. DC US History (6 credits) DC English (6 credits) DC College Algebra (3 credits)
    iv. Degree Earned: Blank
- ❖ Grades:
    i. Class rank reporting: exact
    ii. Rank: enter rank
    iii. Rank Weighting: weighted
    iv. Class Size: 1091 (this information is found in NAVIANCE STUDENT)
    v. Cumulative GPA: What's in NAVIANCE STUDENT under WEIGHTED GPA
    vi. GPA Scale: 5
    vii. GPA weighting: weighted
- ❖ Current or Most recent courses
    i. ENTER EVERYTHING INCLUDING ATHLETICS and OFFICE AIDE

5. You must add one school to your common app account under my colleges**.**
    - ❖ Testing: It is up to you on whether or not you self report scores. YOU MUST also send your SAT and/or ACT scores into each college from that testing website. AP Scores only have to be sent to the college that you are ATTENDING not every school you apply to unless the school directly states so (most do not).

6. Activities: You can add up to 10. They can be in any order, but **most students put them in order of importance to them**. Remember that there isn't a right or wrong way to do it as it's up to you. Just because you spend the most hours on something does not mean that has to be first.

7. **Writing: Please read this section carefully. Your personal essay may or may not be required…but remember that it's a COMMON application so the same essay will be submitted to all schools. There could be additional essays that are school specific that are sent to a particular school, but the essay from Common App goes everywhere.**
    - ❖ Disciplinary History; This is really asking for larger discipline than tardies or a dress code violation. This is asking for larger issues. See Mrs. Hollie if you have questions.
    - ❖ Having issues/problems in the past does not automatically disqualify you for admission.

8. Additional Information: If you feel as though you have not had adequate space or area to explain something on the application, this is where you can add more information or give an explanation.