

THE COMMON APPLICATION

More than 800 colleges.
Only one application.

Common Application

Career & Transfer Center Workshop Room
Student Services Building, 1st Floor

Drop in to the Transfer Center for help with your application:
M-Th: 8:30am-7pm & F: 8am-4pm

Common Application Tips

<http://www.commonapp.org>

Common Application Help Center: thecommonapplication@liaisoncas.com

- When creating your account, you will be asked how many units you will have at the time of transfer
 - NOTE: Typically, less than 30 units will require that you submit high school transcripts and/or SAT/ACT scores (check the school's website)
- “Add Program” is the tab you click to search for colleges to add to your application
 - NOTE: Not all colleges use the Common Application
- “My Application” is your dashboard
 - Consists of 4 quadrants: Personal Information, Academic History, Supporting Information, and Program Materials
- **Quadrant 1: Personal Information:**
 - U.S. Citizenship Status: AB 540 students select, “None”
 - Parent/guardian is not required and the information is only used for data and recruitment purposes
- **Quadrant 2: Academic History:**

Colleges Attended: Schools may require: Official transcripts, Unofficial transcripts, or No transcripts

 - If official transcripts are required, they must be sent directly from all institutions attended to the Common App (not to the schools)
 - Official transcripts can be ordered in person at Admissions and Records or online
 - If ordering in person, bring the “Transcript Request Form” and list each college you attended (downloaded from the Colleges Attended page) and they will attach it to your transcripts

- If ordering online, choose “Educational organization” when selecting the recipient, select “Common App” from the drop-down, then enter the **CAS Transcript ID** – (located below the barcode on the “Transcript Request Form”)
- You do not have to send foreign transcripts
- If unofficial transcripts are required, you will upload them directly to Common App

College Coursework:

- Schools may require: Full transcript entry, Prerequisites listed only, or No transcript entry
- Include all courses taken and grades received in all courses, including:
 - Non-transferable courses, Grades of “W,” “D,” “F,” or “NP” (even if you repeated the course or petitioned for academic renewal)
 - NOTE: Common App is required to include all repeated courses in GPA calculations, regardless of an institution’s or state’s academic forgiveness policies (contact your school regarding their policy of repeats and academic renewal)
- Include all in-progress and planned coursework
- Transcript Review:
 - This is the section that allows you to mark courses that were repeated or taken as honors.
 - If one of the schools you’re applying to requires full transcript entry, you will have to complete this before you are able to submit your application to other schools
 - Only select “Yes” for courses that were repeated at the same institution
 - Only mark “Yes” if your AP scores on your transcript (LACCD does not do this)

GPA Entries:

- List the GPA that is on your transcripts
 - NOTE: If you attended multiple colleges in the LACCD you will need to calculate a separate GPA for each college. Use the GPA calculator on the Pierce Transfer website or see a counselor for help calculating separate GPAs for each college.

• **Quadrant 3: Supporting Information:**

- Recommended to focus on those experiences and achievements within the last 10 years and at the collegiate level and above

• **Quadrant 4: Program Materials:**

- Includes additional information and requirements for the programs you selected in the “Add Programs” section
- Review the “Home” page carefully for any additional instructions, information, and/or requirements
- Some institutions may require additional documents – always check the institution’s website regarding which documents they require
- Their website should also indicate from who you should request letters of recommendation, if required (e.g., academic or professional)
- If the school requires essays, they will be listed in the “Questions” tab
- Check your school’s website for deadlines to submit transcripts and any other documents requested

• Check your email often for updates and correspondence