

TIPS FOR FILLING OUT THE 2017-2018 COMMON APPLICATION

The Common Application is available to you now at www.commonapp.org. You should create an account, select “First Year” student, and begin working on filling out the personal information on the “Common App” tab.

Note: The Common App will rollover to 2017-18 on August 1. If you begin working on it before August 1, all your personal information and work on the “Common App” tab will be saved in the rollover process. You should NOT, however, begin working on the school specific questions or essays available on the “My Colleges” tab, as these can change up until August 1, and any work done on these sections will not be saved after August 1.

Demographics Section

- Note that this section is optional.

Scholarship Information

- Scholar Snapp is a non-profit that asked to work with the Common App to identify students for national scholarship searches. **(All students who are planning on applying for financial aid should check “yes,” as it’s an organization that is providing a Common App type of experience for scholarship applications.)**

Common Application Fee Waiver

- Students who have been told by the College Office that they are eligible for application fee waivers should mark “yes” to the fee waiver question.
- Students should then check one of two boxes on the economic indicators list:
 1. “I have received or am eligible to receive an ACT or SAT testing fee waiver.”
 2. If you do not receive a **testing fee waiver**, but the College Office has communicated that you are eligible for **application fee waivers**, please check the box that states: “I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader.”
 3. You may also select any other boxes that apply. If you believe you should qualify for a fee waiver but are not sure, please check with your college counselor.

Education Section

- Graduation Date: May 27, 2018
- Counselor information: (Fax for all is: 860-687-6356)
 - Frederique Dupré, Associate Director of College Guidance
860-687-6352 frederique_dupre@loomis.org
 - Ethan Percy, Associate Director of College Guidance
860-687-6068, ethan_percy@loomis.org
 - Jed Stuart, Associate Director of College Guidance
860-687-6137, jed_stuart@loomis.org
 - Amy Thompson, Director of College Guidance
860-687-6349 amy_thompson@loomis.org
 - Kathleen Wiggerhauser, Associate Director of College Guidance
860-687-6350, kathleen_wiggerhauser@loomis.org
- **Education Interruption: This question is asking whether you delayed schooling or were interrupted in some way. (This does not include repeating a grade.)**

Grades Section

- You should leave the following optional questions blank, since LC does not report GPA or rank:
 - Class rank reporting
 - Cumulative GPA
 - GPA scale
 - GPA weighting
- Graduating Class Size: Will be finalized and communicated to you in September.

Current or Most Recent Year Courses

- You can update this section once you have received your schedule from the Academic Office in the fall.
- List LC Advanced courses as “Honors” level.
- List LC College (CL) level as “Advanced Placement (AP).”
- Term courses are worth 1/3 credit, and year-long courses are worth 1 credit.
- Include all term courses for your senior year (fall, winter, and spring).
- Students can list up to 15 courses, so in order to save space you may enter a series of term courses (i.e. Introduction to Economics; Microeconomics; Macroeconomics) together as one item and then mark it as a full year course.

Courses and Grades

- **A small number of Common App member schools will require applications to provide a self-reported transcript on the Common App for the first time this year.**
- This section will be available starting August 1
- It will have a grid-like structure:
 - Students will need to enter the names of their courses, the grades received, and the grading scale.
 - Students will have access to a “Wizard” that walks the student through the process.
- For students who don’t apply to schools that require this feature, they should leave this section blank.

Honors

- In this section, you should list honor roll, department prizes, honors teas, etc., along with any academic awards you have received outside of school (National French Exam, Chem Olympiad, etc.).

Testing Section

- We encourage you to self-report your best test scores unless applying to a test optional institution.
- Students applying to a test-optional institution should talk to their counselor about whether to report scores.
- **Remember to update this section once you have completed all of your testing.**
- **Remember that you will *still* need to officially submit your test scores to each college through either College Board or ACT.**
- **AP scores: Self report only scores of 4 or 5.**

Activities Section

- Include all activities you have done outside of the classroom since your freshman year, including (but not limited to) clubs, fine & performing arts, student government, religious organizations, sports, jobs, internships, volunteer work, research positions, family responsibilities (i.e. caring for a younger sibling or another family member), etc. This is not the place to be modest—give yourself credit for *all* of the things you do! If you cannot fit everything in the 10 spaces allowed, try to be creative (combine Prefect and RA to one activity, or put a few different community service activities in one space).
- Remember to include activities done outside of LC and at any previous high schools.

- Summer activities are listed in the following year (for example, activities done summer before senior year should be listed as grade 12).
- **List activities in order of importance to you, with the most important items at the top of the list.**
- Do your best to estimate hours per week and weeks per year of each activity. If the time commitment varied per week, try to come up with an average time commitment.
- You can either use phrases or complete sentences, but be consistent throughout. Either use a period at the end of each section or don't... if you use first person for one, then do it for all.
- Describe items as clearly as possible and avoid using acronyms. Use active verbs to describe your activities and try to emphasize your tangible, measurable impact on the program. For example: "Organized a group of 150 volunteers to assist 500 athletes in the Special Olympics Time Trials held on our campus."

Writing Section

- Pay close attention to the formatting of your essay once you paste it into the text box—make sure it reflects the formatting in your original text. It must be fewer than 650 words or it will get cut off!
- Don't forget your counselor must approve any Level 2 disciplinary disclosure statement (if applicable) before you upload it into this section.
- Talk to your counselor about whether it makes sense for you use the "Additional Information" section.

Assign Recommenders to your Common Application

- Two LC teacher recs and a college counselor recommendation will be submitted through Naviance, and you do not need to assign those recommenders in the Common Application.
- FERPA Release confirmation:
 - You cannot complete this section until you complete the Education section.
 - You do want to waive your right to your recommendations (as you agreed to on your teacher recommendation request forms in the spring). Read the instructions **very carefully** as answering "no" can negatively affect your application review.
- Please talk to your college counselor if you are considering submitting an additional "other" recommendation.
- After you have completed the FERPA release, you can go into Naviance and "match" your Common App to your Naviance account on the "Colleges I'm Applying To" page. This allows the College Office to send materials for you when you request them.

Previewing/Printing your Common Application

- At any point you can preview and print a page to review your work or see how it will look. This button is in the top right hand corner of each page (previewing is particularly helpful with the "Activities" section). You can also save it as a PDF and email it to your counselor for review.

Add Colleges to your Common Application List

- It is important that the list of colleges in your Common Application account include all of the schools in your Family Connection "Colleges I'm Applying To" list (minus those that aren't on the Common App).

Writing Supplements - Dashboard/ My Colleges

- **Reminder: Do not begin working on this section until after August 1, as colleges may change their essay questions until then.**
- Writing Supplements can take many different forms. Note that many schools require you to complete some school-specific questions before you are able to see the writing supplement (for example, if you select Arts/Sciences for your program at a school, a specific essay question could pop up relating to that program within the university).

- The “Dashboard” will allow you to see which schools have additional writing requirements, and the “My Colleges” tab will be where you see these, either listed under the “Questions” tab or more clearly labeled “Writing” in the left hand column. Some essays can be found under the “Academic” tab if there is not a specific “Writing” tab.
- It is a good idea to make a spreadsheet of these questions as you add the colleges and discover their writing requirements!

Early Decision Agreement

- Talk to your counselor if you have any questions about submitting an Early Decision agreement.