

Common Application Instructions for Private Schools

Start Your Common Application

- Set up your Common App account at: www.commonapp.org and complete all parts of the application (except the personal statement as it can be completed later).
- In the Common App, be sure to list all the private colleges you will be applying to. **(NOTE: You are required to notify the college counselor with the names of the private colleges you're considering, otherwise it will NOT be known that transcripts, letters of recs and other supporting documents need to be sent electronically through Naviance).**
- In the Common App (under assign recommenders), be sure to waive your FERPA rights and check the box that says you understand you won't be able to see your letters of recommendation. If you do not do this, then the college counselor **CAN NOT** electronically submitted any/all supporting school documents through Naviance.
- All teachers, administrators, some school employees and most coaches WILL BE listed in Naviance, NOT ON THE COMMON APP. **ONLY** list or assign a recommender's name & email in the Common App, **IF** they are community members or others that do **NOT** have access to Naviance, so this way the Common App office can send your recommender an email with a link inviting them to upload their LOR & complete an evaluation on your behalf.

Early Decision/Early Action

Early Decision: is binding. If you are accepted to your ED school, you MUST ACCEPT and go to that college.

Early Action: is non-binding BUT you still apply early. You will hear back earlier than most regular decision students.

- If you are applying Early Decision, you will electronically sign the agreement on the Common App. Be absolutely certain that you want to apply ED before you sign the agreement.
- List your parents' email address and Common App will send them a link to also electronically sign your agreement.
- The college counselor will sign your agreement electronically through Naviance when you stop by the career center to approve submission of all supporting documents to your private universities.

College Application Fee Waivers

- At the end of the application process, (if you qualify as low income) you can request an application fee waiver from the private university you're applying to and the university will contact the college counselor through Naviance to verify if you indeed qualify for one. Once the college counselor reviews, approves and signs the fee waiver electronically, then YOU need to stop by the career center to approve submission of all supporting documents.
- Also check your CollegeBoard account, because they will also electronically send college application fee waivers to your CollegeBoard account **IF** you took the **SAT** with a fee waiver.

Naviance

- Log on to Naviance and match your Common App with Naviance. Here's a video tutorial on how to do that: <https://web.microsoftstream.com/video/097d2dfa-a233-4072-b310-1e060454cd57>
- Once you match Common App with Naviance, you should see all of your Common App schools listed in Naviance under "Colleges I'm Applying To". Make sure to also add any UC's, CSU's and other non-common app colleges to your colleges list too. Here's a video tutorial on how to do that: https://www.youtube.com/watch?v=huCzL_h_acQ. **NOTE:** You will not be able to delete colleges from this

list, so email or visit the college counselor during your lunch period if you need to delete a college.

- In Naviance, you will need to request recommendations from your teachers. You should really have a conversation with your teacher first, before sending him/her an electronic email recommendation request from Naviance. Here's a video tutorial on how to do that:

<https://www.youtube.com/watch?v=l7uNm4c8RO4>

Letters of Recommendation (LOR)

- Fill out a LOR questionnaire form <https://downey.mcs4kids.com/documents/Letter%20of%20Rec%20Questionnaire%20Form.pdf> attach it to your resume and make copies. Give a copy to each teacher, administrator, counselor or coach that you asked to write a LOR on your behalf.
- Be sure to ask and give your recommenders the completed LOR form with your resume at least 4 weeks in advance of your earliest college application deadline.
- Periodically check with the college counselor from time to time to see if all your LOR's have been uploaded to Naviance by your recommenders or touch base with your individual recommenders and ask if they already uploaded their LOR. If they have, then let the college counselor know you're ready to submit supporting documents to your private college(s).

Transcripts

- Your transcript is uploaded and submitted through Naviance by the college counselor.

Submitting Supporting School Documents

- The college counselor will complete the School Report and School Profile and upload it into Naviance.
- When you have submitted your college application(s) and all your LOR's have been uploaded in Naviance, YOU need to visit Ms. Hammell and request to have supporting documents submitted electronically through Naviance. **Do not wait until the last minute to do this, as there can be complications with the system as deadlines approach.** **NOTE:** *If applying to a private college that requires letters of rec then you MUST meet with Ms. Hammell to submit documents during the first week in December, so it doesn't interfere you're your upcoming finals and Christmas break as I do NOT read or respond to emails during break.*

Test Scores

- Although you may have self-reported your SAT and ACT test scores on your college application (if you took them), you will be responsible for requesting official scores be sent directly to each college you applied to (from CollegeBoard and/or ACT office).

Mid-Year Reports

- The college counselor will upload your transcript and complete the Mid-Year report.
- Mid-year reports will also include your transcript showing the 1st semester grades of your senior year, which generally is not available to submit until approximately the end of January/beginning of February.

General School Information

- ❖ Address: 1000 Coffee Road, Modesto, CA 95355
- ❖ Phone: 209-574-1696
- ❖ School Code: 052000

