

## Common Application Instructions

### Start your Common Application:

1. Go to [www.commonapp.org](http://www.commonapp.org) to set up your application.
2. Your email address will become your username and the Common App's primary method of sending you updates and reminders, so make sure that you provide an email address that you check on a regular basis.
3. Your password needs to be very specific. You should write this down or put it in your phone so you don't forget it!
4. Do not list or assign your recommenders unless they are community members only. All school employees (teachers, counselors, coaches, etc.) will use Naviance to submit your recommendations, NOT the Common App.
5. You will need to waive your FERPA rights on the Common App before *any* documents can be submitted to your colleges. You will also need to check the box that says that you understand you will not be able to see your letters of recommendation if you want the colleges to accept your recommendations.
6. Be sure to select all of the private colleges to which you're applying.

### Early Decision:

1. If you are applying ED, you will electronically sign the agreement on the Common App. Be absolutely positive that you want to apply ED before you sign the agreement:
  - a. Apply early (usually in November) to first-choice college.
  - b. Apply to only one college early decision.
  - c. Apply to other colleges under regular admission plans.
  - d. Withdraw all other applications if accepted by ED.
  - e. Agree to attend the college if accepted and offered a financial aid package that is considered adequate by the family.
  - f. Receive an admission decision from the college well in advance of the usual notification date (usually by December).
  - g. Send a nonrefundable deposit well in advance of May 1.
2. List your parents' email address and Common App will send them a link to electronically sign your agreement.
3. Mrs. Duran will sign your agreement through Naviance.

### Fee Waivers:

1. If you are eligible for a fee waiver (receive free/reduced lunch) you can request a fee waiver through Common App for up to 20 applications. Mrs. Duran will sign the fee waiver electronically through Naviance.
2. College Board also sends 4 waivers to students who take the SAT with a fee waiver.

### Naviance:

1. After you start your Common App and sign the FERPA waiver, you need to log into Naviance and match your Common App with Naviance.
2. Then you should see all of your Common App colleges under "colleges I am applying to." You should add UCs, CSUs and other non-common app colleges to this list. You will not be able to delete colleges from this list, but if there are colleges you end up not applying to, Mrs. Duran can delete them.

3. Under this list, there is a column titled “Applying via the Common App?” If there is a “?” you need to click the link and select yes or no. If this is not done, your school documents cannot be submitted.

#### Letters of Recommendation:

1. Fill out the Personal Profile for LORs form. Make copies. Give a copy to each teacher you ask to write you a LOR and to your counselor who will be writing for you.
2. The counselor needs to submit the LOR and complete the School Report on Naviance. The counselor LOR is not included in the maximum limit of LORs per college.
3. Be sure to ask your recommenders and give them the completed LOR form by **November 1<sup>st</sup>**!
4. Check with Mrs. Duran to make sure all of your LORs have been uploaded to Naviance before winter break.

#### Transcripts:

1. Our registrar will upload transcripts. Do NOT request transcripts from Mrs. Kauffman at this time. If you are applying to colleges not on the Common App and they ask for a school contact to send transcripts or a school report, list Mrs. Duran, not your academic counselor.
2. Mrs. Duran can submit transcripts through the Common App, Naviance, Parchment, SendEdu and other systems.

#### Submitting School Documents:

1. Mrs. Duran will complete the School Profile and upload it to Naviance.
2. When all of your school documents (transcript, profile, teacher recommendations and counselor recommendation) have been uploaded to Naviance, Mrs. Duran will submit them. **Your part of the Common Application does not have to be complete for this to occur.** You will still need to submit your Common App when it is complete. Do NOT wait until the last minute to do this, there are often complications with the system as deadlines approach and more students are submitting.

#### Test Scores:

Although you self-report your SAT and ACT scores, you still need to request official scores to be sent directly from College Board and ACT to each school to which you apply.

#### Mid-Year Reports:

1. Mid-year reports must be sent to the colleges to which you apply.
2. This report includes first semester grades on your transcript – which are usually available about the third week of the second semester.
3. Mrs. Duran will make sure those get sent through Naviance.

#### General School Information

- Address: 1717 Sylvan Ave. Modesto, CA 95355
- Phone: (209) 574-1647
- School Code: 051986
- Mrs. Brianne Duran (209) 492-5729 email: [duan.b@monet.k12.ca.us](mailto:duan.b@monet.k12.ca.us)