



Tips for completing the Common Application Class of 2019

1. Open a web browser and go to www.commonapp.org

2. Register for the Common Application.

a. If you have not yet registered for the Common App, click “Go” in the “Create an Account” box.

- To register, enter your email address and password. (Use an appropriate email address for college to use when communicating with you).
- Remember this email address as you will need it in Step 4.

3. You must complete the following initial Common App Tasks BEFORE you can link the account to Naviance Family Connection.

a. Go to the Common App tab and complete the questions in the Education section using the following information.

- NVHS school code is: 060112.
- NVHS Graduation: May 2019
- Enter your Advisor in the Counselor’s info (Advisor=Counselor on the Common App) name, email address, and phone number:
- A CBO is a “community based organization.” Common App wants to know if anyone from a CBO has provided FREE assistance in your application process (this answer is probably “no” for most of you).
 - In the “Grades” section:
 - o Report “none” for Class Rank reporting
 - o Graduating class size: 74
 - o Enter your Cumulative GPA (we report your unweighted GPA) (See your IC Portal Transcript)
 - o GPA scale = 4
 - o GPA weighting = Unweighted
- Enter all of your current year courses. The credit value is 1 for a block class and .5 for a seminar or PM1 or PM2 class.

- Enter any honors you have received.
- Indicate what your career interest is and what level of degree you plan on earning.
 - b. Add at least one college to your **My Colleges** list
 - Use the College Search tab to help you find colleges.
- If you cannot find the college you are searching for, it's probably not a Common App Member School.

c. Sign the FERPA Release Authorization.

- After at least one college is added, view it on the Dashboard
- Click the arrow next to the college to view a list of application requirements
- Click on the “incomplete” button next to Assign Recommenders
- Complete the steps to sign the FERPA Release:
 - o Indicate that you understand the statement, click continue,
 - o Check the authorization box for NVHS to send your records.
 - o Click the “I waive my right to review all recommendations and supporting documents submitted by me or on my behalf”
 - o Check the box that states you understand that the waiver pertains to all colleges to which you apply.
 - o Sign, date, and submit.
 - **You cannot change your FERPA statement later so please click the appropriate box!**

4. **Complete the account matching process on Naviance Family Connection.**

- a. The Common App matching page is on the same page as your Naviance Colleges I'm Applying To page.
- b. Enter the email address you used on your Common App account and your birthdate.
- c. Click Match. This will synchronize the emails on both accounts.

5. **Manage your “Colleges I'm Applying To” list in Naviance.**

- a. Review your college list in Naviance: Add or delete colleges so that your Naviance Common App college list is the same as your Common App list.

- b. Answer the question Applying via Common App? for each one.
- c. If there are any non-Common App colleges that you are applying to, add them to your college list at this time.