

CAMPBELL HIGH SCHOOL

2013-2014 Common Application Hints

Matching Your Common App and Family Connection Accounts

The following steps are required if you are using the Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App.

- 1) First, go to Common App:
 1. Log into your Common App account. If you've not created an account, you'll need to do that.
 2. Under the "Common App" tab, complete the entire "education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).
 3. Go to "My Colleges." If no colleges are listed, go to "College Search" and add at least one college to which you'll be applying.
 4. Click one of the colleges and then "assign recommenders."
 5. Click the FERPA Release Authorization, giving CHS permission to send your transcript. Follow the instructions and click these items:
 - I authorize every school that I have attended to release all requested records...
 - I waive my right to review all recommendations and supporting documents...
 - I understand that my waiver or no waiver selection above pertains to all colleges...
- 2) Second, go to Family Connection:
 1. Login and click the Colleges tab. Then click "colleges I am applying to"
 2. Enter the email address used in your Common App account.
 3. Once you've done this correctly and you see this, you are finished!
 - Common App Account Matching – Complete
 - Your Common App account was successfully matched.
 - FERPA Status: Waived

Pasting an Essay into the Common App

Because CA doesn't deal well with special characters like quotation marks, pasting an essay directly from Word in CA can create errors. If you try that you will likely find the word count on Common App isn't correct and some words or punctuation may be missing. Here is the solution:

1. Open TextEdit (for Mac -search for it in the top right spotlight bar) or TextPad (PC), and paste your essay into it. Issues with special characters will be fixed.
2. Copy and paste your essay from TextEdit or TextPad into the Common App.
3. The word count should now be correct and match the word count listed on your Word document. Proofread your essay within the Common App to be certain it is perfect.
4. You won't get a green checkmark if your essay is shorter than 250 words or longer than 650 words.

Use of the "Additional Information" Section

If you finish your application and find something important has not been included somewhere in the application, you can use the "Additional Information" section to provide details. Don't repeat information covered elsewhere. If needed, you can add up to 650 words. Paste the essay as explained above.

Answers to Common Questions You May Have

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| • Graduation Date: 6/13/14 | • Counselor Title: Counselor | • Counselors email:
first initial last name@litchfieldsd.org |
| • Class Rank Reporting: Exact | • GPA Scale: 4 / Weighted | |
| • Graduating Class Size: 101 | • Courses: Use Transcript Name | • Credits: Semester courses earn
0.5 credits/yearlong 1.0 |