Common App Registration, FERPA, & Syncing to Naviance Instructions – Class of 2022
Walnut Hills High School Counseling Office and College Information Center

NEW 2021-2022 Counselor Assignments:

A-G	Mrs. Patricia Morgan	morganp@cps-k12.org	(513) 363-8488
H-O	Ms. Tanya Ficklin	ficklit@cps-k12.org	(513) 363-8463
P-Z	Ms. Morgan Taylor	taylomo@cps-k12.org	(513)363-8409

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 "Create an Account" on the first page
      ● To register, enter your email address and password. (Use an **appropriate** email address for colleges to use when communicating with you - NOT your CPS email).   Record this information on your phone for safekeeping.
      ● **Remember this email address as you will need it in Step 7.**

3. **Name**. Enter your given **legal** name as it appears on your birth certificate/driver's license.

4. **Phone.** Home phone is recommended if you have one. If you select "mobile phone," use a professional voicemail message, check voicemail regularly and return calls to colleges promptly**.**

5. **Family Section.** Consult your parent(s) for information about how to accurately answer these questions.
   ● **Household**
      ○ If your parents are divorced, answer "With whom do you make your permanent home?" as the parent you live with more than 50% of the time, or as 'both parents' if you spend an equal amount of time with both

   ● **Parents**
      ○ Occupation – select "other" at the bottom of the list if none of the options fits
      ○ Employed by a college – if your parent previously worked for a university but is no longer employed there, select "Retired from a college/university" even if s/he didn't technically retire
      ○ Education level
         ■ grade/primary school = kindergarten - 8th grade
         ■ high/secondary school = 9th - 12th grade
         ■ college/university = undergraduate (Associate's or Bachelor's) degree
         ■ graduate school = Master's degree and above

   ● **Siblings**
      ○ You may include step-siblings if you want
      ○ If you have more than 5 siblings, include the oldest ones first

6. **You must complete the Education section before you can link the account to Naviance Student.**

   a. Go to the **Common App** tab and complete the questions in the **Education** section using the following information.
      ● WHHS school code is: 361130   <mark>**Date you entered high school (9th grade) is 8/2018**</mark>
      ● WHHS Graduation: May 2022

      ● List the names of all colleges through which you took CCP classes (dual enrollment) and also colleges where you took a class for which you paid and received college credit even if you did not receive high school credit. You will need to check with the college you decide to attend to see if they require an official transcript from these colleges.

      ● In the "Grades" section:
         ○ Graduating class size: 473
         ○ <mark>For Class Rank, choose "None"</mark>
         ○ <mark>GPA scale = 4</mark>
         ○ Enter your Cumulative GPA (we report your **weighted** GPA)
         ○ <mark>GPA weighting = Weighted</mark>

      ● List all credit-bearing courses for the full year (no lunch or study halls). Spell out and use the exact class names and begin with core classes, APs first. If you are taking an AP course with two exams, list them as separate semester courses.   Walnut Hills uses <u>semester</u> schedules.
      <mark>AA courses are considered Honors</mark>   Engineering is Dual Enrollment
      Multivariable Calculus is Dual Enrollment   Anatomy and Physiology is Dual Enrollment
      See #11 for additional course levels

      ● Enter up to five academic honors you have received. Start with the most impressive awards first. Spell out acronyms. Examples include art awards, foreign language medals, AP Scholar, honor roll, etc.

      ● A CBO is a "community based organization." Common App wants to know if anyone from a CBO (outside of school) has provided FREE assistance in your application process (this answer is probably "no" for most of you).   Local CBOs in Cincinnati include Gear Up, Cincinnati Youth Collaborative, TRIO programs.

      ● Indicate what your career interest is and what level of degree you plan on earning. You may select "undecided" if you are unsure.

7. **Complete the Linking (Matching) Process between the Common Application and Naviance**
   a. In the Common App, 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.
   b. Sign the FERPA Release Authorization
      <mark>**You cannot change your FERPA statement later, so please click the appropriate box!**</mark>
      ▪ After at least one college is added, view it on the My Colleges tab
      ▪ Click the arrow next to any college to view a list of that college's application requirements

- ▪ Click on the **Recommenders and FERPA** tab
- ▪ FERPA Release Authorization section:
  - ○ Click "Complete Release Authorization" button and read instructions.
  - ○ Check the box to indicate that you understand the authorization and click "**continue**"
  - ○ Check the authorization box for WHHS (and other schools you have attended) to send your records.
  - ○ <mark>Click the "I waive my right to review all recommendations and supporting documents."</mark>
  - ○ Check the box that states you understand that the waiver pertains to all colleges to which you apply AND that **your selection may not be changed**.
  - ○ Sign (type your first and last name), date, and click the "**Save**" box.

- ● **Complete the account matching process on Naviance Student**
  - ○ The Common App matching page is on the same page as your Naviance **Colleges I'm Applying To** page.
  - ○ Click the "Match Accounts" button on the right hand side of the pink ribbon.
  - ○ Enter your Common App sign-in credentials.
  - ○ Click **I agree** and **Connect**.

- ● **Manage your Colleges I'm Applying To list in Naviance.**
  - ○ Review your college list in Naviance: Add or delete colleges so your Naviance college list is the same as your Common App list. ONLY counselors are able to delete colleges from *Colleges I'm Applying to*.
  - ○ For colleges that automatically sync into Naviance, click the "Edit" pencil to select your "App type" and indicate your application deadline for each.
  - ○ When moving colleges from *Colleges I'm Thinking About* to *Colleges I'm Applying to*, select your application deadline and indicate how you will submit your application for each college.
  - ○ If there are any non-Common App colleges that you are applying to, add them to your college list at this time.

8. **Testing**
   a. You are asked to self-report your best scores. Only report scores for test dates you plan to send. Be sure to check to see if your schools are "Test Optional" this year. In addition, <u>*you* MUST order an official score report from ACT or the College Board website and have it sent directly to each college based on its requirements.</u> Enter your *highest* composite score from a single test date, NOT your superscored composite. ACT test dates from 2020 and 2021 are listed below:
   2021 - ACT: Feb 6, <mark>Feb 23(CPS Test)</mark>, April 17, June 12, July 17
           SAT: March 13, May 8, June 5
   2020 - ACT: Sept 12, 13, 19, Oct 10, 17, 24, 25, Dec 12
           SAT: Aug 29, Sept 26, Oct 3, Nov 7, Dec 5
   <mark>****[ACT Writing score is out of 12 possible points](#)****</mark>
   b. If you choose to report AP scores and will be taking future tests, leave the scores for future tests blank.

9. **Activities**

 List up to 10 activities in order of their importance to you. Be as accurate as you can be with time spent. There are usually 40 weeks in a school year and 12 weeks in a summer break. In the details section, describe the activity and include your specific contribution. Spell out acronyms. Include hobbies, unpaid employment, and summer programs so you are providing a snapshot of how you spend your time away from school. Respect the space provided and realize that admission officers have many, many applications to read. **See additional document – 10 Tips for Activities List**

10. **Writing**

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself. Don't restate what's on the rest of the application! Use anecdotal details to "show" your best stories in an authentic voice. **See additional document – College Essay Tips** **College Essay Workshop recordings****

11. **Courses & Grades (if required; click here for a list of colleges that require courses & grades)**
    a. Report your courses exactly as they appear on your transcript, beginning with core classes, APs first
    b. See example on next page
       ○ Grading Scale is 'A-F' and Schedule is 'Semesters'
       ○ Do NOT list final grades or final credits for Walnut courses
       ○ Walnut does not report pluses and minuses; do not enter pluses and minuses
       ○ Summer courses should be entered under the second semester of the year listed on the transcript
       ○ Middle school courses for high school credit that are listed on your transcript should be added under 'Other Courses.' To include multiple school years, click 'Add courses from another transcript'
       ○ AA classes and Honors courses are **both** considered Honors
       ○ Regular academic courses & academic electives are considered College Prep
       ○ Non-AP art, non-flex credit PE, and health courses are considered Regular/Standard
       ○ PE Flex Credit is considered N/A (also click the N/A box to the right of grades and credits)
       ○ CCP classes, Multivariable Calculus, Engineering, and Anatomy and Physiology are considered Dual Enrollment

Courses & Grades – 9th grade

Use this grid to report your courses exactly as they appear on your transcript.

[View walkthrough]

Transcript #1 - Walnut Hills High School

> ℹ️ • Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.

School Name *	School Year *	Grading Scale *	Schedule *
Walnut Hills High School ▾	2017-18 ▾	A-F ▾	Semesters ▾

Subject *	Course Name *	Course Level *	Semester Grades * S1 *	S2 *	Final *	Semester Credits * S1 *	S2 *	Final *	N/A	
Geometry ▾	Geometry AA	Honors ▾	A ▾	A ▾	▾	0.5	0.5		☐	
Biology ▾	Biology Honors	Honors ▾	B ▾	A ▾	▾	0.5	0.5		☐	✕
Foreign/World Lang... ▾	French 1	College Prep ▾	B ▾	B ▾	▾	0.5	0.5		☐	✕
Art (Visual or Perfo... ▾	Photography	Regular/Standard ▾	▾	A ▾	▾		0.5		☐	✕
Physical Education... ▾	PE Flex Credit	N/A ▾	▾	▾	▾				✅	✕

Add a Course

[➕ Add courses from another transcript]

Need more help? Visit the Applicant Solutions Center.

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