

**COMMON APP HELP SHEET**  
**2021-2022**

What you will need to know before you begin to complete Common App:

**Parent educational info**

- place of birth (country);
- education level;
- where did she/he attend college and if applicable graduate/ professional school;
- in what year did she/he graduate;
- occupation/profession, including name of employer;
- birth name of mother (if using different name now) If you have (a) stepparent(s), you can choose to include info for him/her/them

**Sibling education info**

- age;
- grade in which enrolled in school if pre-college;
- same educational info as parent if college or “beyond”

**School data**

- full name of high school(s) you attend and have attended;
- CEEB code for your school—that’s the six-digit number that you always see around your school counseling office. PRHS - 391512
- the dates you attended—date you entered and date you will graduate (June 10, 2022)

**School Counselor info**

- full name; Jocelyn Secen: (Transition Counselor), Anthony Rock: (Students A-D), Jennifer Bowers: (Students E-K), Toni Filipowski: (Students L-R), Leslie Straub: (Students S-Z)
- job title (school counselor);
- telephone number; 724-625-4444
- e-mail address

**And what will CA ask about you?**

**Demographic data**—providing any of this information is optional

- religion;
- ethnic/racial identification;
- military service status

**Geography and Language**

- your birthplace;
- countries in which you have lived;
- language proficiency (speak, read, write—you will also be asked to identify which language(s) you speak at home and which is your first language);
- citizenship

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### Household

- parent marital/union/partnership status;
- parent(s) with whom you reside

### Your personal educational details (in addition to school info)

- past/pending education interruptions such as time off, gap year, early graduation, etc.;
- any college courses you have taken (not CHS, AP or IB—they are listed elsewhere);
- any college assistance programs in which you have been enrolled

### Your academic data

- GPA through junior year (cumulative). Info found in Naviance and Sapphire.
- class rank: We do not rank students. Select *None* unless in the top 10.
- honors/awards;
- current year courses (**DO NOT** report until Sapphire opens)
- unofficial transcript is in Sapphire

### Testing data—providing any of this information is **optional**

- SAT;
- ACT;
- AP, IB and any international terminal exams you have taken.
- Test optional? Make sure you understand each college's policy for admission and major.

### Your in- and out-of-school activities

This is the most demanding section of CA because of its strict format. There is space for a maximum of ten entries and they must be entered in a specific way—examples available listed below.

### Create Your Account

Log in at <https://apply.commonapp.org/Login> Create your account; your username is your e-mail address and you will create your own password. **Do not use a PRHS email.**

Go first to the fourth tab that opens on the next screen (“college search”) and identify the colleges to which you will be applying. Be liberal here—if you think you’re going to apply, add the school. You can always delete (and add new ones) at any time before you apply. Having the schools identified places them on your dashboard (the first tab) and provides a quick summary of deadlines, completions and requirements. Tip: The Common App only accepts a total of 20 colleges/universities.

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Begin the actual Common App (third tab)!

- Any and all questions with red asterisks **MUST** be answered;
- Items that ask for telephone numbers will also have a space for country codes (Common App is, after all, international). Be sure to use the drop down menu and select “+1” for the United States or Common App will keep telling you that the section is not complete;
- If you enter your cell phone number, remember that it will be passed along to admissions and you may get phone calls from recruiters. Suggestion: Use your home phone/land line/parent cell;
- When you list your senior year courses, do so in this order:
  - English
  - Math
  - Science
  - Social Studies
  - World Language
  - Electives
- Full year courses = 1 credit; half year courses = .5 credits
- If you are taking a math class beyond AP Calculus BC identify it as “post AP” when you give the name of the course
- Be sure that the names of your classes are listed correctly.
- “Honors” include school honor roll; National Honor Society (and other subject-related honor societies such as Spanish, Thespian, French, etc.); National Merit Commended/Semi; National Latin/French/Math exam; delegate to Boys’/Girls’ State/Rotary—anything for which a student has been selected by the school *even if unable to attend*; AP Scholar/Scholar with Honors/Scholar with Distinction. You have five slots given to you in this area
- When you complete the Activities section, list these **in priority order**—most important to you goes first; next most important second; etc. You have ten slots given to you in this section. You get only 150 characters for description so use adjectives, action words and nouns (telegraphic writing) and abbreviate where appropriate.

### Activity Section Example:

Student Government: Position/leadership: Member, 9-12; Class secretary, 10, 12  
Description: class secretary; recorded and published minutes.

### My Colleges: Recommenders and FERPA

- Once Common App info has been completed (minus the essay—don’t need to have done the essay to go to this next step), click on the “My Colleges” tab (second one). Under your first college you will see a designation “Recommenders and FERPA” — click here. Complete your FERPA release. We send teacher/counselor letters of recommendation through Naviance.  
**DO NOT** list a teacher in your CA. The **Invite Recommender** section allows you to submit an email address of different recommenders, such as, a minister, an employer, or a coach under **Other Recommender**. This is **not** for your teachers/counselors!
- **Advisor:** If you are using an independent college counselor or another adult to help you with your application you must list them here.
- Once you’ve done this with your first school, do the same for every other school on your list—the “invite recommenders” part **must be completed separately for each college**

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**My Colleges: Recommenders and FERPA**

- Visit the “Writing Supplement” section under each entry in “My Colleges” to determine what your additional questions for that school may be (if released—not all schools have released theirs yet!). You may complete these if they are accessible

**HELPFUL INFORMATION**

- Pine-Richland CEEB Code: 391512
- Current school policy: We do not rank students. Select none unless ranked in the top 10 and plan on requesting your transcript with rank.
- Class size for Class of 2022 is 360
- GPA is on a 4.0 scale, weighted.
- CHS courses are designated as accelerated.
- We do not send SAT or ACT scores. You must request them directly from the testing agency. It takes 3 weeks to send scores.
- Match your Common App account with Naviance. We use Naviance to send all documents to college except for Pitt and Penn State. They use SRAR (Self-Reported Academic Record). Students self-report their high school courses and final letter grades using a copy of their unofficial transcript.
  - Our office requires **10 business days** to process transcript requests.
  - Answers cannot be changed once you submit your CA to a specific school. However, answers can be changed for future submissions.

The Common App offers a free CA mobile tool students can download to their cell phones. The CA App features include college submission status view, reminders, and push notifications that help students keep track of their application progress and ahead of each college deadline. Students may download the free app from the app store.

Questions? Common App offers Applicant Chat Monday-Friday, 12:00 pm-8:00pm. Click on Contact Support to start a live chat.

Many colleges provide important application advice through social media. Consider following the schools you are applying to on Facebook, Instagram and Twitter! Don't forget to also check out college YouTube pages. Both Pitt and Penn State post directions on YouTube for completing the SRAR (Self-Reported Academic Record).

THE COMMON  
APPLICATION

