

# Class of 2024 Common Application Completion Guidelines

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1. Login or create an account on Common App [www.commonapp.org](http://www.commonapp.org)
2. Add a college under “My Colleges” tab
  - Go to college search – add college by clicking the check box and “Add” + Icon
3. Go to “Common App” tab
  - Sections of the application are on the left-hand side. In order to send application documents from ELHS, the education section must be completed. Below are the instructions:
  - Click on “Education” and answer questions accordingly:
    - Click find school: Add East Lyme High School (CEEB code: 070177)
    - Date of entry: August 2020
    - Boarding School: No
    - Did you or will you graduate from this school: Yes
    - Please indicate if any of these options will have affected your progression through or since secondary/high school. Check all that apply: Most likely it will be “no change in progression”

Continue:

- Other Secondary schools: If you have attended any other high schools, please indicate. If not, select 0

Continue:

- If you have ever taken coursework at a college or university, please indicate the number of colleges.
  - Indicate number if you are **currently enrolled or have taken** an ECE Course or if you are a College & Career Pathway student through Three Rivers for courses listed below:

ECE Courses (University of Connecticut)	CCP Courses (Three Rivers Comm College)
Human Development Honors ECE *AP Calculus BC/ECE French V ECE Spanish V ECE German IV ECE Medical Terminology ECE English 12 H/ECE *AP Physics I ECE AP Physics II Applied Mechanics ECE	Pre-K CAD II

\*Students enrolled in those two classes do not mark as a dual enrollment unless also enrolled as an ECE Student.

- Enter the dates you took the course

○ Course details:

- Only select: the first box: Dual enrollment with high school  
(if you are in Conn College Scholarship Program then click Credit Awarded Directly by College)
- Degree earned: leave blank

Continue:

○ Grades

- Graduating Class Size: 250
- Class Rank: None
- GPA Scale: 4
- Cumulative GPA: (listed in Naviance: Click Blue circle on the top right corner then “My Account” /or on transcript)
- GPA weighting: unweighted

Continue:

- Current or Most Recent Year Courses
  - How many courses would you like to report? List the number of courses listed on your schedule. Include both first and second semester courses.
  - Course scheduling system: Semester
  - Add the name of your class exactly as indicated on your schedule
  - Select correct levels based on the grid below:

Course levels listed on your schedule	Enter in Common App
Advanced Placement	Advanced Placement
ECE (including AP Calc BC)	Dual Enrollment
A level	Advanced
B level	College Prep
Courses without a level on your schedule (ie. Electives, PE, etc)	Regular/Standard

Continue:

- Honors
  - Beginning with 9<sup>th</sup> grade add any academic awards you have received

Continue:

- Community Based Organization: Review list, but generally 0

Continue:

- Future Plans:
- Select: Applying as a first-year student and plan to start college in 2023 or 2024
  - Select career interest
  - Associate's = 2 year
  - Bachelor's = 4 year
  - Master's = Beyond a 4 year degree

4. Next step:

- Complete FERPA by selecting a college on "My Colleges" tab
- Check "Recommenders and FERPA" on the left-hand side
- Click on Complete Release Authorization and follow instructions
- WAIVERS CANNOT BE RESET ONCE LINKED

5. Login to Naviance

- Click on "Colleges"
- Click on Colleges I'm Applying To
- Click on Match Accounts
- Scroll down to enter email address from Common App and date of birth
- Hit Match