

THE COMMON APPLICATION

1. Go to www.commonapp.org

2. Create an account:

Username: _____

Password: _____

You will go through a set-up screen with base information. You will begin college in the Fall of 2020

3. Add the colleges you will be applying to from the "COLLEGE SEARCH TAB"

4. Note the information on the left side under "MY COLLEGES", we will come back to this later. There are additional questions and perhaps essays that many colleges ask for.

5. Complete the Common Application! Go to the tab for "COMMON APP" and begin. I will give you a copy of your transcript when school starts but if you would like one now just email Mrs. Hopkins. I have given you some information you will need in the next section. Please be very careful to complete your application accurately! Take your time!!!

6. Once you have completed the Common App, then go to "MY COLLEGES" and answer the individual college questions and essays.

7. The "DASHBOARD" provides a location where you can monitor your progress, check deadlines, and see your requirements for applications. Everything must be checked in green in order to submit your application.

PARTS OF THE COMMON APP INCLUDE:

PROFILE: Name, address, phone, demographics, languages, etc.

FAMILY: Parent and sibling information

EDUCATION: Please add **361195** to link the Common App to Naviance and the correct school. We will link the two in August. You will then see your high school, future plans and your self-reported grade information.

Benedictine High School

School Code: 361195

We Rank - exact

Senior class size: 45 GPA scale is 4.0 and is weighted

Semester grading - It will ask for final grades, not semester grades so average out your semester grades

Counselor Information:

Melissa Hopkins

Title: Counselor

Phone: 216-421-2080

Email: hopkins@cbhs.edu

Once this section is complete you can match your Common App to Naviance or you can wait until we do it in Theology class.

*You must agree to waive the FERPA agreement or we will not be able to send anything to colleges.

*If you are on Free/Reduced lunch we can get you fee waivers, please let us know.