

Common App Guide 2015/2016

www.commonapp.org

Create an account at the website above **using Google Chrome**. Use this sheet as a guide and use the Help Center on the Common App or ask your Counselor if you need additional help. **Important: note that a section is not complete unless you see a green check mark next to it.**

1. Click on Common app tab and fill out **PROFILE** section.

2. EDUCATION

School:

School Lookup: Click "Find School"

- If Bedford High School is not listed in the pop-up, then type Bedford High School under "School Name" on the left side of the page. Then click "Continue." All of our school information will come up.

Date of Entry: If you started at BHS as a freshman, select September 2012 from the pull down menus.

Is this a boarding school: Select *No*.

Graduation Date: June 2, 2016

Counselor Information:

Prefix	First Name	Middle Initial	Last Name	Title	Email	Phone 781-275-1700
Mr.	Brian	M.	DeChellis	Counselor	Brian_DeChellis@bedford.k12.ma.us	X1132
Ms.	Karen	L.	Ford	Counselor	Karen_Ford@bedford.k12.ma.us	X1133
Ms.	Janel	M.	Halupowski	Counselor	Janel_Halupowski@bedford.k12.ma.us	X1134
Ms.	Alison	D.	Lohrum	Counselor	Alison_Lohrum@bedford.k12.ma.us	X1136
Ms.	Kristen	D.	Milano	Counselor	Kristen_Milano@bedford.k12.ma.us	X1139

Other School: If you have attended any other school(s), select the number of schools attended from the drop down menu. Then repeat the steps above. If you have not attended another school, select 0 (zero) from the drop down menu.

Community-Based Organizations: If you are receiving assistance with your application fee from a community program or organization, select the number of programs. If not, select 0 (zero) from the drop down menu.

Education Interruption: Click "I have no interruption to report," unless you do.

College and Universities: If you have taken any colleges classes, select the number of schools attended from the drop down menu. Then repeat the steps above. If you have not attended a college or university, select 0 (zero) from the drop down menu.

Grades:

Class Rank Reporting: None

Graduating Class Size: 201

Cumulative GPA: You should use the GPA on your most recent transcript. Report your **weighted** GPA.

GPA Scale: 6

GPA Weighting: Weighted

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Current Year Courses:

How many courses would you like to report?: Report all courses you are taking this year except Community Service and Directed Study.

Course scheduling system: Semester

Course Title: Enter the name of the course and level (Example: British Literature – High Honors)

- Choose Advanced Placement for AP courses
- Choose Honors for Honors (formerly level 4) or High Honors (formerly level 5) classes
If you are taking a Standard (formerly level 2) or College Prep (formerly level 3) class, - write the course name followed by the level – do not select a course level choice listed on the Common App. (Example: British Literature – Standard or British Literature – College Prep)
- Choose Dual Enrollment if you are in Psychology or Economics and have been accepted for dual enrollment.

Course Schedule: Full year unless you are taking Health and PE which are semester courses.

Honors: Here you can list National Honor Society, Department Award(s), etc...

- Select the number of honors you would like to report (if none, select 0 (zero), select grade level, and highest level of recognition.

Future Plans: Select your career interest from a drop down menu and then select the highest degree you would like to earn.

3. TESTING

Tests Taken:

- Here you can chose whether you want to self-report standardized test scores.
- Please note: **you must also send official tests scores through College Board or ACT.**
- Click on the box to see options and select the tests you would like to report (you can select more than one).
 - Example: SAT's, SAT Subject Tests, ACT's, AP's
 - A list of the tests you selected will show in that box and at the bottom of the page.
 - Select the number of times you took the test as well as the number of times you expect to take the test in the future. **You do not need to report every test date.**
 - Report your scores (if applicable) along with the dates you have taken (or plan to take) the exams.

International Students: You do not need to complete this section unless you are an international applicant. If this is the case, please see your counselor.

4. **ACTIVITES:** Here you will list your activities (up to 10) and answer all the prompts for each activity.

5. WRITING:

Personal Essay: Some colleges require submission of the personal essay with your Common Application. You may submit a personal essay to any college, even if it is not required by that college. If not required by a college, you will be given the option during submission to include your essay or not for that college.

- Click the box next to “I understand.”
- The Common App will list colleges that require an essay and those that do not require an essay.
- Please note the word minimum (250) and maximum (650). Your essay must fit into this length.
- Select the essay prompt you wish.

Disciplinary History: Read both questions and answer yes or no. If yes, you will need to write an explanation (up to 400 words).

Additional Information: (650 word limit)

- You can use this space to add any additional information about yourself or add your activity sheet.