

COMMON APPLICATION TIP SHEET

WHAT IS IT? Common App is a not-for-profit membership organization that simplifies the college application process for over 750 colleges/universities.

BE ADVISED:

- Some colleges accept both Common App and their own specific application. If you are using Common App for only one school, using the school specific application may require less writing (and it is given equal consideration).
- You will be given a CAID# [Common App ID Number]. BHS has no access to this, and is not able to reset your password. Keep this number in your files.
- Many schools will have a college-specific supplement to the student application.
- There is no telephone support service for the Common App. Should you experience technical difficulties, you will need to submit a request to the online “Help Center.”

GENERAL TIPS:

- Be sure to enter your name as it appears on official documents (e.g. birth certificate, social security card).
- Only questions that have an asterisk next to them are required. Look to the right of each section for help and frequently asked questions.
- A green checkmark indicates you have completed the section. Remember to answer every question that has an asterisk, it may just require a “0” if it doesn’t apply to you.
- If you would like small videos to help you through each section, go to: [Common App Tutorials](#)

COLLEGE SEARCH SECTION:

- Begin in this section. Add all colleges to which you will apply.

DASHBOARD SECTION:

- Take note of writing requirements. Once you select the admission plan you are using (e.g. Early Decision, Early Action, Regular Decision), you will see deadlines on this screen as well.
- Select one of the schools. Select the red “Term or Admission Plan Incomplete” link.
- Complete the “General” section. This ensures your recommender(s) and/or counselor will have accurate deadlines to complete your information.
- Each college will have different requirements for questions, recommendations, and writing supplements. If a college has a personal statement, be sure to make it very specific to the school. Describe experiences you had on your visit, with a college rep, or information from their site. Explain why you picked this particular school to apply. This should NOT be copied and pasted from school to school.

RECOMMENDERS AND FERPA SECTION:

In order to invite your recommenders (teachers and counselor), you will need to complete the Education Section within the Common App tab. After this is completed, you can sign the FERPA Agreement (see below). Once signed, you can invite your recommenders. ***Be sure to use the “barrington220.org” email, NOT “bsd220.org.”***

FERPA RELEASE AUTHORIZATION:

The FERPA agreement must be completed prior to requesting recommenders. **Once requested, the response to this question cannot be changed.** We *highly recommend waiving your right* to see your letters. Waiving your right tells the college you aren't afraid of what your recommender may write, and the recommender is being totally honest.

COUNSELORS:

- Please assign your counselor in the "Recommender and FERPA" section. Your counselor will receive an email and then can upload your transcript and letter of recommendation. A Parchment request is not needed. Please note, it is the student's responsibility to request a new transcript if their schedule or grades have changed.

TEACHERS:

- You may invite teachers to complete Teacher Evaluations online. Be sure to ask them in person prior to sending an electronic invite. Also complete the "Teacher Recommendation Questionnaire" in the [College Guide Book](#) on page 26-27. The College Guide Book can also be found on the Counseling page of the BHS website.

COMMON APPLICATION SECTION TIPS:

PROFILE SECTION:

Reporting your Social Security Number is optional.

EDUCATION SECTION:

- CEEB code for BHS: 140205
- Date of entry: 08/2016 (unless transferred in)
- Graduation date: 05/29/2020
- Counselor's title: School Counselor

Ms. Jill Argall	jargall@barrington220.org	847-842-3228
Ms. Monica Barreiro	mbarreiro@barrington220.org	847-842-3230
Ms. Joan Bell	jbelle@barrington220.org	847-842-3231
Ms. Marla Engleman	mengleman@barrington20.org	847-842-3227
Mr. Timothy Martin	tmartin@barrington220.org	847-842-3237
Ms. Dana Parenti	dparenti@barrington220.org	847-842-3217
Ms. Nancy Saldana	nsaldana@barrington220.org	224-655-1503
Ms. Melanie Silvestri	msilvestri@barrington220.org	847-842-3236
Mr. Bryan Tucker	btucker@barrington220.org	847-842-3277

- Class rank reporting: None
- Graduating class size: 775
- 4.0 weighted grading scale

ENTERING IN CURRENT YEAR COURSES

A year-long class is counted as one course and receives one credit. A semester-long course is also counted as one course but receives a half or .5 credit.

Course Levels: There are three options applicable to BHS from the drop-down menu:

1. AP - only if AP is in the course title
2. Accelerated- choose this option for the following classes:
 - PLTW-Principles of Engineering
 - PLTW-Digital Electronics
 - PLTW-Civil Engineering & Architecture
 - PLTW-Biotechnical Engineering
 - Computer Science Data Structures
 - Computer Science Advanced Topics
 - Freshman Accelerated Math
 - Accelerated Pre-Calc A
 - Advanced Math Topics
3. Honors- these classes should clearly be marked with an H in the course title.

TESTING SECTION:

It is optional to report test scores. Common App will ask for your highest individual sub scores (they super score for you). It is still required, for most colleges, that you send your scores officially from the testing agency. Also remember, not all colleges super score.

ACTIVITIES SECTION:

- Common App limits you to ten activities.
- Write a brief description for activities that may not be clear to someone outside of BHS (e.g Big Red, Girl Code Club, Nerdy Birds).
- List them in order of importance to you. Be sure to highlight:
 - Leadership
 - Activities that you have been involved with for many hours/years.
 - Activities that show interest in the area you would like to study.

WRITING SECTION:

ESSAY:

Choose one prompt from the options listed. Remember to stay within the 650 word limit. Use your voice and highlight how this shaped you as a person. This essay should not be college specific. It will be sent to all the colleges to which you apply using the Common App.

COURSES & GRADES:

If a school requires you to self-report all of your courses and grades, you will be required to complete the 'Courses and Grades' section. Below are some helpful tips:

- Grading Scale: A-F
- Schedule: Semesters
- Report Course Grades: Enter your grades for semester 1 (S1) and semester 2 (S2). Leave the 'Final' section blank (--)
- Report Course Credits: Enter your credit as indicated on your transcript for semester 1 (S1) and semester 2 (S2). Add the two semester credits together and enter value into the Final section (example: $.5 + .5 = 1.0$)

DISCIPLINARY HISTORY:

Required explanation if you answered yes to either question.

ADDITIONAL INFORMATION:

Optional responses – relevant circumstances or qualifications not reflected elsewhere in the application (i.e. if your academics were impacted by life situation, learning disability, etc.)