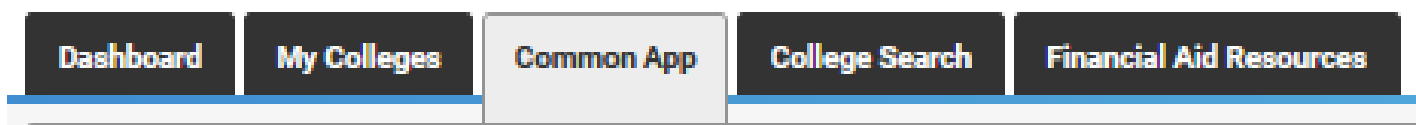


EPS Guide to the Common Application for the Class of 2022

Completing the Common Application is mostly intuitive and something we believe students should begin during the summer before their senior year. It all starts with creating an account at the [Common App web site](#). Once you have created an account, link your Common App to SCOIR via My Profile → Personal Details → Application ID.

The purpose of this guide is to highlight some sections where students have been confused in the past. It is not exhaustive so, as usual, reach out to your Process Coach as questions arise.

Dashboard: Common App Tab



| | |
|--|---|
| A vertical navigation menu for the Common App. The top item is 'Common App' in a blue bar. Below it are 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades' (with a sub-note '1 college(s) require'). The 'Profile' item is highlighted with a gray arrow pointing right. | <p>PROFILE</p> <p>Personal Information</p> <p>Name: Use the full legal name that shows on your school records. You should have the same full name shown on all official records: Common App, your transcript, SAT, ACT, AP tests, and any other official documentation that would be submitted to a college.</p> |
| A vertical navigation menu for the Common App, identical to the one above. The 'Education' item is highlighted with a gray arrow pointing right. | <p>EDUCATION</p> <p>Current or Most Recent Secondary/High School</p> <p>Date of Entry: List the date you started the EPS Upper School. For members of the Class of 2022 who have been at EPS for all four years of Upper School, the start date would be September 2018.</p> <p>Other Secondary/High Schools</p> <p>Only students who have attended a <i>different high school</i> before attending EPS complete this section.</p> <p>Colleges & Universities</p> <p>Only students who have taken credit-bearing coursework at a college or university complete this section.</p> <p>Grades</p> <p>Graduating Class Size: 68 (Class of 2022)</p> |

Class Rank: None

GPA Scale reporting: 4

Cumulative GPA: Your cumulative GPA appears at the bottom of your EPS transcript.

GPA Weighting: Unweighted

Current or Most Recent Year Courses

Heads up - this section does not map well to EPS's trimester system. Keep in mind that *your actual transcript will tell colleges exactly what you took*, so in this section, just do your best to represent your **senior year coursework** within the Common App format. As you work, you'll want to reference your transcript which can be accessed through the Four11 section of Canvas.

How many courses would you like to report: The maximum number of courses you can report in the Common App is 15. If your schedule is heavy on trimester-length courses, this may not be enough entries for you. Read below to determine how many total entries you'll need, and, if necessary, see how to group and title your courses to reduce the overall total.

Note: As long as you have 2 year-long entries (for students taking 6 classes per trimester/18 for the year) or 3 year-long entries (for students taking 7 classes per trimester/21 for the year), you will have enough space to enter your remaining courses as trimester classes. In that case, you won't need to worry about combining entries.

Note (Seminars and Independent Studies): Do not list Seminars (they will be visible on your transcript) or anticipated Independent Study courses that have not yet been approved by the Curriculum Committee (i.e. any Independent Study planned later than fall trimester). You may share your plans to pursue Independent Study in the "Additional Information" section of the Common App, or by submitting an update once the course has been approved.

Course Scheduling System: Trimester

Course Title: Enter the course title as it appears on your EPS transcript. If necessary, to reduce the total number of entries, you can combine some trimester courses from the same academic discipline (Arts, Electives, English, Math, PE, Science, Social Science, Spanish, Tech, Independent Study) into yearlong entries.

Example: If you are taking three distinctly-titled trimester English courses like Western Fiction, Postmodern Lit and 1950s Lit, you could modify this entry to be a full-year course titled "English: Western Fiction, Postmodern Lit, 1950's Literature."

Examples of Course Title Entries:

- *English:* Western Fiction, Postmodern Lit, 1950s Literature (Full Year)
- *Independent Study:* Electrical Engineering (First Trimester)
- *Arts:* Drawing & Painting 1, Stagecraft (First Trimester, Second Trimester)
- *Tech:* Programming 1 (Third trimester)
- *Social Science:* Public Policy, Intl Relations (Second trimester, Third trimester)

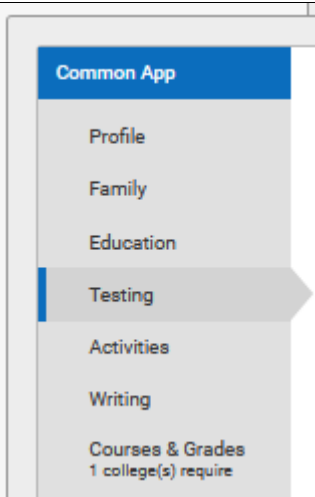
- *Math*: Calculus (Full Year)
- *PE*: Yoga (Third Trimester)
- *Elective*: Public Speaking, Entrepreneurship (First Trimester, Third Trimester)
- *Science*: Advanced Physics (Full Year)
- *Science*: Marine Biology (Second Trimester)

Course level: From the drop-down menu, select N/A. EPS does not level our classes so these distinctions are not applicable within our curriculum. Don't worry; colleges are familiar with our program and know that your coursework here is rigorous. These ratings do not apply.

TESTING

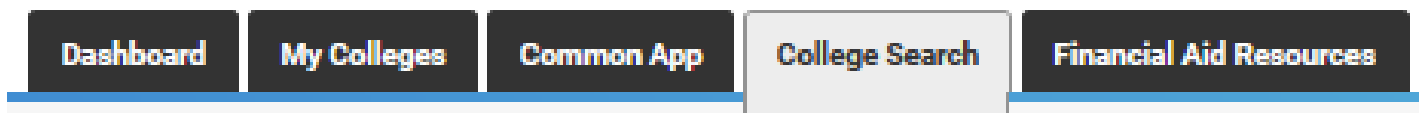
If you will be reporting standardized test scores to your schools, we recommend that you use this space to enter tests for which you have (or will have) scores. Later, as you work on the college-specific section for each school on your list (under the "My Colleges" tab), you will be given the option to include or not include these scores in your application to that school.

Note: If you wish to report your scores to colleges, make sure you check their policy regarding how scores must be submitted. Many colleges require official reports directly from the College Board or ACT. Simply listing your scores in your Common App will not meet these schools' requirements; you must log into your account with the College Board or ACT and arrange to have score reports sent directly.



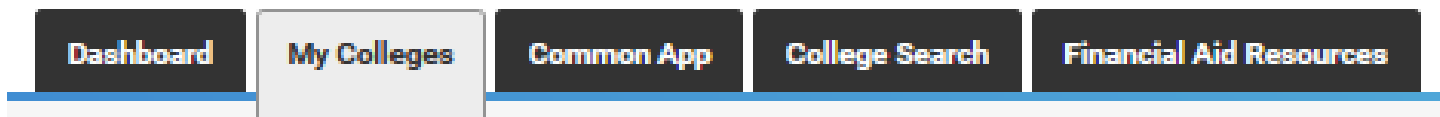
| | |
|--|---|
|  <p>Common App</p> <ul style="list-style-type: none"> Profile Family Education Testing Activities Writing Courses & Grades 1 college(s) require | <p>ACTIVITIES</p> <p>This is where you will note your extracurricular activities. You can add up to ten but it is not necessary to have that many! It is a good idea to have someone proofread your entries for clarity. Be sure not to assume that the reader will understand things by their name/acronym alone. There is a limited number of characters allowed to describe each entry so you must write concisely. We recommend listing entries in order beginning with those that are most important/most current and ending with those that are least important/least current. Your Process Coach and Writing Coach are available to help with this.</p> |
|  <p>Common App</p> <ul style="list-style-type: none"> Profile Family Education Testing Activities Writing Courses & Grades 1 college(s) require | <p>WRITING</p> <p><u>Personal Essay</u> This is where you will paste in your personal essay.</p> <p><u>Additional Information</u> Community disruptions question: Use this space if you wish to let colleges know how community-wide disruptions (such as the pandemic or a natural disaster) have impacted your education, family circumstances, well-being, etc. It is absolutely OK to leave this space blank if you don't have anything you feel you need to share here.</p> <p>Circumstances or qualifications not reflected in the application: Use this space if you would like to provide context for elements of your transcript that you feel need explanation. Examples might be if your grades suffered due to a family situation or if you wish to disclose a diagnosed learning difference. You can also make use of this space to share plans for upcoming Independent Study courses that have not yet been approved by the Curriculum Committee. If you plan to use this section, please consult with your Process Coach on the content before submitting.</p> |
|  <p>Common App</p> <ul style="list-style-type: none"> Profile Family Education Testing Activities Writing Courses & Grades 1 college(s) require | <p>COURSES AND GRADES</p> <p>Do not complete this section unless it shows that one or more of your colleges require it. There is zero benefit to filling this out unnecessarily. Curious which schools require it? You can view a list here if you want to put your mind at ease that you really, truly don't have to fill it out.</p> <p>If one or more of your colleges requires this section, go back to the instructions for filling out your senior year coursework (under "Education") and use that same strategy to fill out your coursework for 9th, 10th, and 11th grades here.</p> <p>For each course, you will enter trimester grades. There is also a space for a final grade where you should select "No Grade" since we do not give a final (year-long) grade at EPS. Under "Trimester Credits," enter one for each trimester you took the course and "0" for Final.</p> |

Dashboard: College Search Tab



Search for a college by typing the name and hitting enter (no need for address, etc.). When the school comes up, add it to your list. When you go to the My Colleges tab, you should see it there.

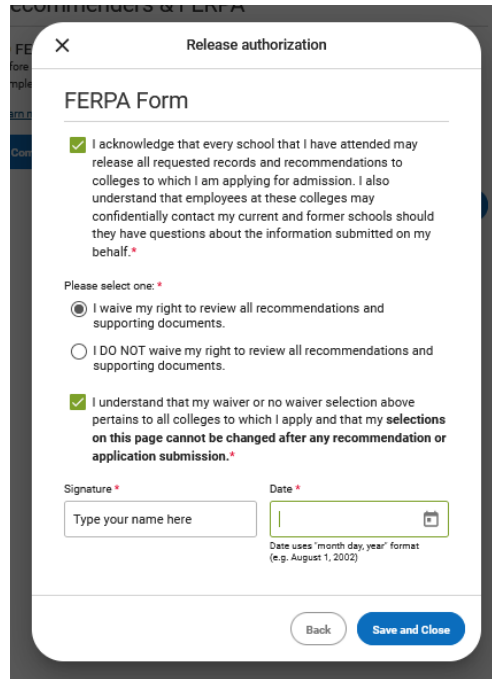
Dashboard: My Colleges Tab



| | |
|--|---|
| | <p>College Information: Note that the requirements and deadlines posted here (and throughout the “My Colleges” section) are updated each year on August 1st to reflect the requirements for the coming year. Some colleges may make changes even after this date; remember that the most reliable source for information is always the college’s own admissions website.</p> |
| | <p>Questions: This is where colleges put any questions they want you to answer specifically for them that aren’t included in the general Common App that goes to every school. Some colleges include their Supplemental Essay questions here; others have a separate sub-heading specific to those.</p> |
| | <p>Recommendations and FERPA:</p> <p>You have already signed the FERPA waiver in SCOIR. However, Common App doesn’t know that, and you will need to sign it here as well in order to list your recommenders, which you will need to do before you can click “submit.”</p> <p>The FERPA Waiver: The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Waiving your right to access your counselor and teacher recommendations lets colleges know that your recommenders are free to write candidly about you. If students do not waive this right, their recommendations lose credibility in the eyes of the college. We strongly recommend that you waive your right to access your recommendations. If you have concerns or questions about this, please talk</p> |

with your Process Coach. You will only have to click these waivers once in the Common App and then it will carry over to all schools.

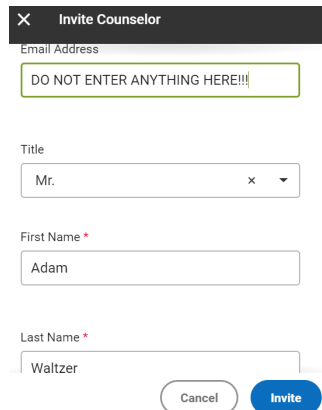
Note: There are three clicks required (see below).



The screenshot shows a mobile app interface titled "Release authorization" with a close button (X) in the top left. The main heading is "FERPA Form". There are three checked checkboxes: 1) "I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*" 2) "Please select one: *" with two radio buttons: "I waive my right to review all recommendations and supporting documents." (selected) and "I DO NOT waive my right to review all recommendations and supporting documents." 3) "I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my selections on this page cannot be changed after any recommendation or application submission.*" Below the checkboxes are two input fields: "Signature *" with a text box containing "Type your name here" and "Date *" with a date picker. A note below the date field says "Date uses 'month day, year' format (e.g. August 1, 2002)". At the bottom are "Back" and "Save and Close" buttons.

Invite Recommenders: **DO NOT CLICK** the “Invite Recommenders” button. **SKIP THIS ONE.**

Invite Counselor: Enter your Process Coach’s name but **DO NOT ENTER AN EMAIL ADDRESS.**



The screenshot shows a mobile app interface titled "Invite Counselor" with a close button (X) in the top left. The form has the following fields: "Email Address" with a text box containing "DO NOT ENTER ANYTHING HERE!!!"; "Title" with a dropdown menu showing "Mr." and a close button (x); "First Name *" with a text box containing "Adam"; "Last Name *" with a text box containing "Waltzer". At the bottom are "Cancel" and "Invite" buttons.

A message will come up saying that you have to print out forms and provide them to your counselor. This is not true; you do not have to do anything further. We will handle all documents in SCOIR.

Invite Teacher(s): Create an invitation for each teacher writing a letter of recommendation for you but **DO NOT ENTER AN EMAIL ADDRESS.** (If you provide their email address, Common App will send them a link to upload your recommendation to this site, which will confuse your teachers. We manage all teacher recommendations through SCOIR. They do not need to upload here.)

| | |
|--|---|
| | <div data-bbox="500 132 888 176" style="background-color: #333; color: white; padding: 5px; border: 1px solid #ccc;"> ✕ Invite Teacher </div> <p>Email Address</p> <div data-bbox="511 216 855 258" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> DO NOT WRITE ANYTHING HERE! </div> <p>Subject *</p> <div data-bbox="511 338 855 380" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Math ✕ ▾ </div> <p>Title</p> <div data-bbox="511 449 855 491" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Mr. ✕ ▾ </div> <p>First Name *</p> <div data-bbox="511 560 855 602" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Steve </div> <div style="display: flex; justify-content: flex-end; gap: 10px;"> <div data-bbox="683 594 777 636" style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #eee;"> Cancel </div> <div data-bbox="797 594 881 636" style="border: 1px solid #ccc; border-radius: 15px; padding: 5px 15px; background-color: #007bff; color: white;"> Invite </div> </div> <p>Note: You will only have to input this information one time. After you've submitted it for one college, it will automatically carry over to other colleges and from then on you'll just click to confirm.</p> |
| <div data-bbox="115 779 354 1125" style="background-color: #eee; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 5px; margin-bottom: 5px;"> Seattle University ▾ </div> <ul style="list-style-type: none"> <li style="padding: 5px 10px;">College Information <li style="padding: 5px 10px;">Application <li style="padding: 5px 10px;">Questions <li style="padding: 5px 10px;">Recommenders and FERPA <li style="padding: 5px 10px; background-color: #007bff; color: white; border-radius: 5px;">Review and Submit - Common App </div> | <p>Application Submission:</p> <p>This is where you will come when it's time to submit your application to a given school. Once your Common App is complete, buttons will appear here to Review and Submit. You'll need a credit card to pay any application fees. Make sure to have a friend, family member, or College Counselor standing by to throw confetti over your head when you click "Submit!"</p> <p>Note: After you hit "Submit" and bathe in confetti, please head directly to SCOIR to drag your college over from "Applying" to "Applied." This will alert your Process Coach that your application has been submitted and we should submit all associated documents to the college on your behalf.</p> |