

Trumbull High School Counseling: Common Application Tips

GENERAL

- If you created an account before August 1st you will have to go through the “rollover” process.
- Your CA username is your email address (should be your **PERSONAL** email address). Take note of and store your password.
- Make sure the email address is one you check regularly and that the address itself is appropriate.
- Note that any request for information with a **red asterix** is mandatory. With that said, be as complete as you can when filling in the application.
- If you are confused about a specific question on the CA, refer to the **Instructions & Help** located on the right side of the computer screen on each page.
- CA will accommodate unlimited edits and application versions after you have sent the CA to at least one college.

PROFILE

- Enter your given name as it appears on all formal documents like your birth certificate.
- Under **Preferred Telephone**, we suggest that you put your home telephone number (if you have one) so that you don't miss an important voicemail and so you are not surprised on your cell phone by an admissions officer.
- Some students want to stretch the **Language Section** to include languages in which they aren't really proficient. If you are fluent, or if you have completed four years (including honors or AP level) of a world language, you might be proficient. If you are not sure, if you fill in a language in this section, you should be comfortable speaking in that language during a college interview!
- If you feel your financial circumstances might qualify you for an **application fee waiver**, check “Yes” to certify that you meet the eligibility criteria. Your school counselor must confirm and verify your eligibility for the fee waiver. **Once confirmed, the fee waiver will be applied to all colleges to which you apply and payment will be waived when you submit the CA.**

FAMILY

- Under your parents' occupation, ask your parents what they would like you to list.

EDUCATION

School

- Date of entry: August 2017
- Graduation Date: June 2021
- Counselor Title: School Counselor
- Phone number of counselor: see school counseling website
- Email address of counselor: DAvery@trumbullps.org; LBevacqu@trumbullps.org; GBroccol@trumbullps.org; LCodd@trumbullps.org; TCransto@trumbullps.org; AKovachi@trumbullps.org; CLobdell@trumbullps.org; JMcEnane@trumbullps.org; ASkelton@trumbullps.org; KThompso@trumbullps.org; JZakim@trumbullps.org

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Other School

If you have attended any other high schools since ninth grade, indicate the number of schools attended and answer the questions which subsequently follow.

Colleges & Universities

If you have taken any classes, including online courses or summer courses, at a college indicate so here. It is critical to note if credit was awarded. Please note: this does **not** include AP classes.

Grades

- Class Size: 533
- Class Rank: None
- GPA Scale: 4.0
- GPA **weighted**: Academic GPA as of the end of your junior year.
- Use your transcript for reference in this section (can be found in your “backpack” in Infinite Campus).

Current Year Courses

- THS uses a “semester” system for its courses.
- Use your transcript for reference in this section (can be found in your “backpack” in Infinite Campus).
- Ensure that you use the class name exactly as it is listed on your transcript.
- Indicate after the name of the course (in parentheses if you like) the amount of credit associated with the course.
- Level: At THS, CP is college prep, ACP level is accelerated, H level is honors, AP is advanced placement, and ECE is dual enrollment.
- List courses in descending order of difficulty.

Honors

- There are spaces for up to five honors. Honors listed should be academic not sports related.
- It is best to identify the most prestigious honors first.
- There are 100 characters including spaces allocated to identify and describe each Honors title. Take full advantage of the space, describing the honor in as much detail as possible.
- If you have more academic honors than will fit in this section, they could be listed in the Additional Information section.
- Don't feel badly if you don't have any academic honors, plenty of excellent students do not.
- Honors *may* include the following: AP Scholar, National Merit Commended, National Honor Society, Honor Roll, Award winner in local, state, regional or national arts or music competition, member of language honor society, etc.

Future Plans

- Indicate the highest degree that you hope to earn one day.

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TESTING

SAT and ACT Tests

With regard to providing testing information, this is an opportunity to put your best foot forward. Even though you are reporting your best scores here, you **MUST** arrange to have the necessary scores sent officially to the colleges, if the college requires an official score report. **If you are applying to test-optional schools, you can choose not to report your scores here.** If you are taking the test on a future test date, make sure to list the date in this section.

SAT Subject Tests

Report only if they are required or improve your application.

AP Subject Tests

Please consult with your counselor as to whether or not you should report your scores. If you have taken multiple AP tests, list your highest scores first. Make sure to list the AP exams you will be taking in May of your senior year.

ACTIVITIES

The activity section can cause the most confusion for students. You can list up to 10 activities. **You can move the order of activities around, but start with most significant and most recent.** There is no expectation that you will fill every line, but give as much description as possible. The intent of this section is to highlight the activities that have the most meaning to you.

- List activities in order of importance to you.
- Make sure to list any and all jobs.
- Don't overstate your hours. Admission officers are familiar with typical commitments.
- Use abbreviations only if it is something that will be understood nationwide.
- You can list a hobby, **if it is something in which you are deeply involved** and it is an important part of who you are. Don't list something just to fill a space!!

Example

Position/Leadership description and organization name, if applicable:

News Editor (12), Staff writer (10,11), *The Eagle's Eye* Newspaper

Please describe this activity, including what you accomplished and any recognition you received, etc.

Member of award-winning high school newspaper; participate in story generation, writing, copy editing, graphics production & layout.

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WRITING

Personal Essay

Students can choose from seven essay prompts. Each essay will have an enforced word limit of 650 words and an enforced minimum word limit of 250 words.

- Be sure to clearly answer the question you choose.
- You should not customize your essay or make it college-specific because the essay will go to all of your schools. The supplementary school specific questions are where you can personalize your application to a given school.
- You only have to submit an essay if it is required by the college.
- You can upload google drive text files, type directly, or paste text directly into the essay box.

Disciplinary History

- Be honest.
- **If you check yes, a new field is opened. We strongly recommend you take responsibility for your behavior, provide a brief explanation, and describe what you learned.**
- Consult your counselor.

Additional Information

- Most students do not need to include anything in the additional information section.
- Keep it short.
- **If there is anything COVID-19 related you wish to share, you have the opportunity to do so here.**
- You do not have to submit a resume unless the college requests one. In general, it is only advisable to attach a resume if there was not enough room in the Activities section to describe all your involvement.
- You *may* want to address the following in this section:
 - Explain a blemish on your school record
 - Discuss a scheduling conflict that impacted your transcript
 - Talk about a learning disability
 - Explain unusual circumstances
 - Explain impact of health issues
 - Description of specific family situation

Courses & Grades

- You only have to complete this section if one or more of the schools you're applying to requires it (very few schools require it at this point).

MY COLLEGES

- Add all the colleges to which you are applying (through the college search tab) via the Common Application.
- Please complete the FERPA waiver, we recommend that you waive your rights so that we can link the Common App with your Naviance account (and can then send your recommendations and materials through Naviance).
- All colleges will have a Questions section which must be finished before the application is complete.

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- If a college has a writing requirement as well as questions, it will appear in this section.
- **Give the Questions and Writing Supplements the same time and attention you have the rest of the application.**
- With regard to major, **choosing undecided is perfectly acceptable.**
- **If an individual college asks where else you are applying – you do NOT have to answer this question!**
- **If you choose Early Decision (ED) in the answers section for a specific college, the ED Agreement will be become available in your CA account.**
- **Students with interest and talent in the arts should check to see if the colleges to which they are applying require or make available an arts supplement.** For some colleges, you will be asked if you plan to submit an arts supplement; with a response of yes, instructions on submission of the arts supplement will appear. In other cases, you may be directed to the college's website. The deadline for an arts specific supplement may be different from the actual college application deadline.
- Checking "do you intend to apply for financial aid" is NOT the same as applying for financial aid. This is a decision you should discuss with your parents/guardians first.
- Some colleges will give you the opportunity to submit a resume, be sure to see Mrs. Collins (Eisenberg) for a resume template or if you need help editing your resume.

FINAL PDF REVIEW AND SUBMISSION

- The CA, College-Specific Questions and application fees are submitted together. If a separate writing and/or art supplement is required, it is submitted after the application.
- Review the screen carefully for any grammatical or spelling errors (you can preview each section along the way). If possible, **have someone else proofread the application for you.**
- For your application to be submitted, you must sign online, make the payment, send the application and any necessary supplements. Most colleges have you begin the process with the signature page. Make sure you send everything!
- **You do not have to send all applications at one time.**

FINAL ADVICE

- **Don't wait until the last minute to submit your application.** Allow for possible computer and internet problems.
- At the same time, don't send until you have double-checked everything.
- Add the email addresses for the CA and all colleges to which you are applying to your email address book and safe senders list so important messages aren't treated as spam.
- Use the same name on all materials you submit.
- Follow up to make sure all forms and documents have been received at every college to which you are applying. Use the CA dashboard or check the status pages (portals) available online for many colleges.