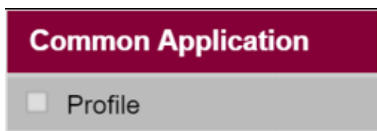
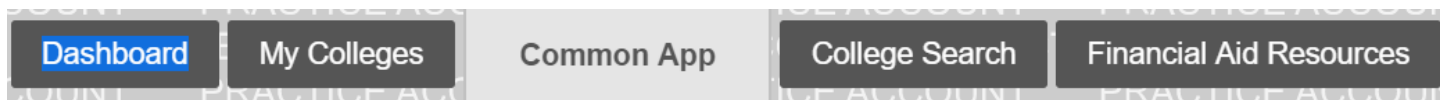


# EPS Guide to the Common Application for the Class of 2021

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, you can get to work on many mundane tasks and 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.

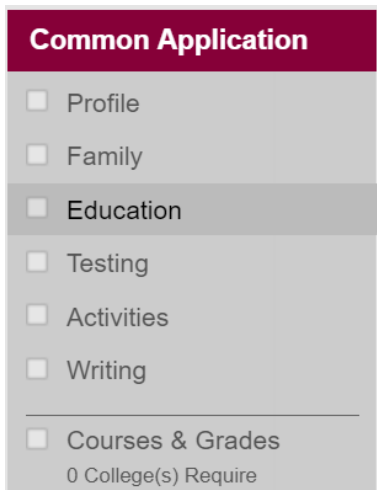
## Dashboard: Common App Tab



### PROFILE

**Name:** 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, etc. (anything that would be submitted to a college).

**Email:** Your school email address



### EDUCATION

**Date of Entry:** List the date you started the EPS Upper School. For members of the Class of 2021 who have been at EPS for all four years of Upper School, the start date would be September 2017.

**Counselor's First and Last Name:** Use your Process Coach

**Counselor's Job Title:** College Counselor

**Counselor's Phone:** 425-822-5668

**Other Secondary Schools:** Only students who have attended a different *high school* previous to EPS complete this

**Graduating Class Size:** 71 (Class of 2021)

**Class Rank:** None

**GPA Scale:** 4

**GPA Weighting:** Unweighted

#### ▼ Current or Most Recent Year Courses

Please list all courses you are taking this academic year. If you are not currently enrolled, please list courses from your most recent academic year.

How many courses would you like to report? \*

15 x ▾

Please select the course scheduling system your institution is using. \*

Trimester x ▾

Course 1 title \*

Advanced Physics

Course 1 level, if applicable

N/A x ▾

Course 1 schedule \*

Full Year x ▾

## EDUCATION (continued)

**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. Before you begin, you'll want to reference your unofficial 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:** *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

## Common Application

- Profile
- Family
- Education
- Testing

## TESTING

Enter all tests for which you have scores. As you go through the application for each college on your list, you will have the option of self-reporting all, some or none of them.

**Note:** *Reporting your scores in the Common App does not replace the requirement of sending your official score reports to those colleges that require them. To do that, you will need to log in to the College Board (SAT) or ACT website.*

## Common Application

- Profile
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- Testing
- Activities
- Writing

## ACTIVITIES

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 per entry so you must write concisely. Your Process Coach and Writing Coach are available to help with this.

## Common Application

- Profile
- Family
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## WRITING

This is where you will paste in your personal essay. There are also sections regarding “disciplinary action,” “additional information,” and coming soon, for the Class of 2021, a **COVID-19** question to allow you to describe personal and/or educational impacts you may have experienced as a result of the pandemic.

**Disciplinary Action:** This information should only be reported in very specific cases. Every situation is unique so please consult with your Process Coach if you think you may have to click “yes.”

**Additional information:** This is where you can provide context for elements of your transcript that you feel need explanation. For example, if your grades suffered due to health or other issues, or if you wish to disclose a diagnosed learning difference, this is the place. If you plan to use this section, please consult with your Process Coach on the content before submitting.

### Additional Information

Do you wish to provide details of circumstances or qualifications not reflected in the application? \*

- Yes
- No

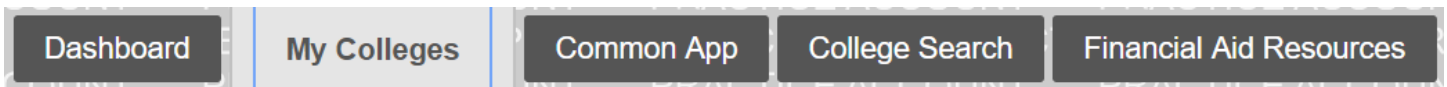
[Clear](#)

# 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



## Loyola Marymount University

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### Application

(0 of 3 Completed)

- Questions
- Recommenders and FERPA
- Review and Submit - Common App

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### Writing Supplement

(0 of 2 Completed)

- Questions
- Review and Submit - Writing Supplement

**Questions:** Some colleges require extra questions to be completed. Some will require supplemental essays. By clicking on each college you are applying to, you will see their particular requirements. **NOTE:** These requirements and dates posted may change on August 1<sup>st</sup> to reflect updated requirements for the coming year. For this reason, we recommend that you wait to work on supplements until after August 1<sup>st</sup>.

**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 with your Process Coach. You should only have to click these waivers once and it will carry over to all schools. **Note:** There are three clicks required (see below).

### Release Authorization

1 ✓ Instructions > 2 Form

I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. \*

Please select one: \*

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

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 once I sign and click Save below. \*

Signature \*  Date \*

✓ FERPA Release Authorization  
[View Details](#)

**Invite Recommenders**

Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).

[Invite Recommenders](#)

**Invite Recommenders: DO NOT CLICK the "Invite Recommenders" button.**

⚠ **Counselor**

You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

**Invite Counselor:** Enter your process coach's name but

**DO NOT ENTER AN EMAIL ADDRESS.**

**×** Invite Counselor

Email Address

DO NOT ENTER ANYTHING HERE!!!

Title

Mr. x ▾

First Name \*

Adam

Last Name \*

Waltzer

Cancel
Invite

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

⚠ **Teacher**

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 1    Optional: 2

[Invite Teacher](#)

**Invite Teacher(s):** Enter the names of teachers writing letters of recommendation for you but

**DO NOT ENTER AN EMAIL ADDRESS.**

**×** Invite Teacher

Email Address

DO NOT WRITE ANYTHING HERE!

Subject \*

Math x ▾

Title

Mr. x ▾

First Name \*

Steve

Cancel
Invite