

CommonApp FAQ at CMIT Academy North **Everything You Want to Know about CommonApp**

WHAT IS COMMON APP AND DO I HAVE TO USE IT?

The Common Application is used by 400+ schools. Check the Common Application Member Colleges List <https://www.commonapp.org/Login#!PublicPages/AllMembers> to see if the schools you want to apply to use it. If any schools are members, it is recommended that you use the Common Application, which is a unified online application. Most schools have a supplement to customize the application, but you will only have to fill out the basic information once.

WHAT IF I HAVE COLLEGES THAT ARE NOT ON COMMON APP

Then you must do each school's individual application or look to see if they are on another application service such as Coalition or Common Black App. Most applications these days are online, but some are still mail-in only. Naviance knows which; look at the small icons in your "Colleges I am Applying To" list. A blank computer icon means an individual online application. A red stamp means a mail-in application. A screen with "CA" means it is a Common App school.

DO I HAVE TO USE NAVIANCE?

Yes. Naviance is how you will request transcripts and letters of recommendation, and is the way that the counseling office knows to send which of your materials to which schools. The school also sends a school profile with each application, and this is automatic when you use Naviance. It is the overall system the counselors use to keep track of the all of the college applications that go out each year. If you are applying to schools through CommonApp, all of your documents are sent through Naviance and NOT through CommonApp. By matching your CommonApp and Naviance accounts, you are able to send your documents with ease.

WHAT IS THE FERPA WAIVER?

The Family Educational Rights and Privacy Act gives students the right to see their educational records. In this instance, the FERPA waiver refers to your right to see the recommendations submitted on your behalf. We strongly recommend that you DO waive your rights and check "Yes" you waive your right to access on the form. By waiving your right to access, you allow your teachers and counselor the freedom to write honest evaluations. If a student has not waived the right, your choice may be interpreted as a red flag by the colleges you are applying to. Even if you are not hiding something, an admissions committee may wonder if you are, and reject you from the pool of applicants based on a hunch.

WHERE IS THE FERPA WAIVER IN THE COMMON APP?

If any of the schools you are applying to use the Common App, you will fill it out in the Common App. It is, however, hard to find in the Common App. Once you have added schools to your list in the Common App, there will be an "Assign Recommenders" tab on the left when you are in your application. Under the "Assign Recommenders" tab, there is a "Release

Authorization" link that will bring the FERPA up. Check "I waive my rights" and the box by "I understand that my... selections cannot be changed..." and provide your (the student's) electronic signature.

WHERE IS THE FERPA WAIVER IN NAVIANCE?

If none of the schools you are applying to use the Common App, you will fill out the FERPA in Naviance. The blue FERPA form should pop up when you are on the Colleges I am Applying To screen. Check "Yes, I DO waive my right.." and the box by "I authorize all secondary schools I've attended to release all requested records..." You may be prompted to enter your Common App information on the same form; do so and then submit the form.

HOW DO I USE THE COMMON APP AND NAVIANCE TOGETHER?

First, you have to ensure that the systems connect. Students already have Naviance accounts. When you set up your Common App account, remember the information (email used, password). In Naviance, you will be prompted to enter that Common App access information. You will enter actual application information (classes taken, activities, possible majors, etc.) via www.commonapp.org, yet will send letters and your transcripts through Naviance.

WHAT IF I HAVE OTHER QUESTIONS ABOUT COMMON APP?

For more information, go to: <http://www.commonapp.org/faq>