Common App Online: The Applicant Perspective
This presentation looks at the processing life cycle of a student’s application – from registration to submission.

Objectives

• Learn about functionality and flow within the CAO

• Go through the application process from an applicant's perspective
Login Screen

http://www.commonapp.org

The Common Application
For Undergraduate College Admission

NEWS
08/02/2011

Advisory Group Expanded
The Board of Directors has invited five additional counselors to join the Outreach Advisory Group. This group is

APPLY!

User Name:
Password:

Login

Never Registered? Go here
Forgot Login? Go here
Go here for instructions

FEATURED

http://www.drew.edu
Login Screen

http://www.commonapp.org

Students register by clicking Go here
Creating a New Account

Registration instructions reinforce that accounts are valid for the current admission cycle only.

Inline help menus address commonly asked questions.
Creating a New Account

The colleges to which I am applying may communicate with me by email prior to submission of my application:

☐ Yes  ☐ No

By responding 'yes' to this question, you are agreeing to receive email notices from any college or university that appears in your 'My Colleges' list. You can change your response to this question at any time using the "Account" link that appears on every page within your Common App Online account.

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.
Creating a New Account

Students can give colleges permission to contact them. This election can be changed at any time by going to Account settings.

Enrollment intent is used to gather statistics on CAO users.
Students are taken to the main Instructions page upon completing the registration process. A brief video offers an overview of the application.
The navigation menu appears on the left side of the screen. Students can move through the application by clicking through each of the sections.
Getting to the Search Engine

By clicking on Search for Colleges on the left-hand navigation menu, the student is brought to the Simple Search page.
On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the button...
The Search Engine

On either the Simple Search or the Advanced Search, entering in search criteria and clicking on the button... brings the user to the Search Results screen.
The Search Results Screen

From here, schools can be mapped...
The Search Results Screen

From here, schools can be mapped...

... and searches can be saved.
Comparing Schools

Clicking on the Compare button from the search results screen allows students to compare up to three different institutions.

Clicking on the categories at the top (e.g. Admissions) will display different sets of relevant data.
Adding a College

To add a school, check the box next to its name and click on Add to get to the My Colleges screen.
Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.
Adding a College

The QuickAdd feature allows you to bypass the search screen if you know the school name.

Clicking on a school option that appears in this list will activate the QuickAdd button.
My Colleges

To view school information...

My Colleges
Show instructions for this page.

Status Legend:

▲ Complete
▼ Not Started
■ In Progress

Maryville University Of St. Louis

Deadline: N/A until term is assigned
In Progress

Application

Before submitting the CommonApp to this institution you must:
Complete the CommonApp Future Plans section for this institution
Submit your Supplements to this institution

Supplements
Not Started
Before submitting your Supplements to this institution you must:
Complete the CommonApp Future Plans section for this institution

Payments
Complete

School Forms
Assigned: 08/02/2011
Please use the School Forms link to check status information

Search for Colleges

Start typing the college name you want to add

QuickAdd

Remove this College

View College Details
My Colleges

To view school information... click on the school’s name – the info at the bottom refreshes.
After searching for and adding colleges, the user moves on to the Common Application itself, beginning with the Future Plans section with college-specific questions.
Some colleges may elect not to receive certain information, even if students include that information as part of their application. “Suppressible” items include:

- SSN
- Self-Reported Testing
- Religious Preference
- Discipline Information

![Image](mount_saint_mary_college.png)
Required Questions

Throughout the Common Application, applicants will come across **required questions** which will be marked in **bold** and **gold**.

![Personal Data Form](image)
Error Messages

When students decline to answer required questions, a system message is displayed at the top of the page letting the user know which questions have not been answered successfully.

These questions are also highlighted in the form itself.
Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer...

Citizenship Status (Demographics):

Parent Living (Family):
Dynamic Questions

While navigating the Common Application, take note of questions with dynamically-displayed content. When an applicant selects one answer… new questions pursuant to that answer will appear dynamically.

Citizenship Status (Demographics):

Parent Living (Family):
The CEEB code look-up feature populates school information to the Common Application automatically.
The CEEB code look-up feature populates school information to the Common Application automatically.

<table>
<thead>
<tr>
<th>Code</th>
<th>School Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>210955</td>
<td>Bullis School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210838</td>
<td>Connelly School of the Holy Child</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210836</td>
<td>German School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210841</td>
<td>Heights School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210843</td>
<td>Mclean School of Maryland</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210845</td>
<td>Muslim Community School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210317</td>
<td>Saint Andrews Episcopal School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
<tr>
<td>210839</td>
<td>Winston Churchill High School</td>
<td>Potomac</td>
<td>MD</td>
</tr>
</tbody>
</table>

*Didn't find your school? Click here to indicate Not Found in your application, you will be able to enter your school's information manually.*
The CEEB code look-up feature populates school information to the Common Application automatically.
Students can check their progress at any time by clicking **Preview** at the top of the page. This will bring up a PDF copy of the application.
On the final section of the Common Application, students affirm that they have previewed their application and then select schools for submission before clicking onSubmit.
After a successful submission the student is brought back to their My Colleges page and can view status information about other areas of their Common Application.
Errors in Submission

If there are still some unanswered required questions, they are displayed as clickable links that, when clicked, take the student directly to the unanswered question.

Unanswered, required questions are highlighted.
Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.
Supplements

Working down the left-hand navigation menu, students will arrive at the Supplements section.
Unless a school requires payment before submission, students will be prevented from paying at the beginning.
Students electing to pay by Credit Card or eCheck are taken to the website for our payment vendor where they must:

1) Agree to the terms and conditions
2) Fill out payer information
3) Enter **Payment Method & Information**
4) Click Submit
Payment Confirmation

After clicking on “Submit” the student will receive a processing message...

Followed by a confirmation page...

Payment Summary. Please print this page for your records.

<table>
<thead>
<tr>
<th>Pay to the order of</th>
<th>Apply Yourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payer ID</td>
<td>1-888-118-5/1/2007 11:30:32 AM</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:jmonks@ayrecruiting.com">jmonks@ayrecruiting.com</a></td>
</tr>
<tr>
<td>Effective Payment Date</td>
<td>5/1/2007</td>
</tr>
<tr>
<td>Payment Status</td>
<td>Paid</td>
</tr>
<tr>
<td>Card Type</td>
<td>Master Card</td>
</tr>
<tr>
<td>Account Number</td>
<td>5454</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>05/2008</td>
</tr>
<tr>
<td>Name on Card</td>
<td>Jason Monks</td>
</tr>
<tr>
<td>Payment Tracking Number</td>
<td>8723520070501</td>
</tr>
<tr>
<td>Payment Total</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Transaction(s) Summary

<table>
<thead>
<tr>
<th>Transaction Status</th>
<th>This transaction has been accepted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Payment To</td>
<td></td>
</tr>
<tr>
<td>Yale University</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Students who pay by Credit Card or eCheck can print a receipt.
The Mail Check option records a student’s intent to mail a check to the college.
Students may also request a Fee Waiver on the Payment Page. All members agree to accept both the NACAC and College Board Fee Waivers. Online counselors can submit the NACAC Fee Waiver online. Some members use an “Other” Fee Waiver option. Students must contact these institutions for eligibility information.
Color coded icons make it easier for applicants to see the status of their payments.

Payment submission is NOT tied to Common App submission and is a distinctly separate submission process.
Three Distinct Submissions

The Application, Payment, and Supplement submissions are three distinct processes. Students should refer to the My Colleges page to confirm that all required items have been submitted properly.
School Forms

When students first click on School Forms, they will need to complete the FERPA Waiver.
When students first click on *School Forms*, they will need to complete the FERPA Waiver.

After completing the waiver, applicants can **Invite Officials** to provide recommendations.
Naviance Schools using eDocs are flagged in the CAO system. When students from these schools arrive in the School Forms section, they are instructed to consult with their counselor.
Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on Send Invitation to notify the official of the request.
Inviting School Officials

On the Invitation page applicants answer a few brief questions about the school official and click on Send Invitation to notify the official of the request.

If the student selects Teacher, a dynamic subject question appears.
Assigning an Official

Once the required information has been filled out on the School Official Details page, officials can then be assigned to schools on the School Forms page.

One counselor and multiple teachers can be identified for School Forms (depending on the requirements of each member school).
Monitor School Forms

Students can monitor status information on these pages. They can also delete school officials or resend the notification email to counselors or teachers who have yet to begin a form.
Opting Out

The School Forms page changes if teachers or counselors click on the opt-out link from the system-generated email the students sends them.

Printable PDF school forms can be mailed to a college/university.
Contact Us

Applicant Support Center

School Forms Support Center

Common Questions for School Officials