



Los Angeles Pierce College
Common Application Instructions
2017-2018

www.commonapp.org

Creating the log in is self explanatory. After you log in, you will see 4 tabs near the top of the page:

- “College Search” is the tab you click to search for colleges you want to apply to. Not all colleges use the Common Application.
- “Dashboard” is the tab that lists all the applications you are working on. By clicking on the college’s name, you can see what parts of the application are incomplete or completed. By clicking on “Term or Admission Plan Incomplete”, you will be taken to the application.
- “My College” tab displays the colleges you are applying to, including deadlines and information on application fees, any required tests or recommendations. **Deadlines for some art, music, performance and other majors are earlier than the posted deadline on the Common App, so check the campus specific transfer admission website for exceptions.**

On the far left of the page, you will see 3 additional sections to complete, “Questions”, “Recommenders and FERPA”, and the “Review and Submit-Common App” for each college. These are unique to each college you apply to. For example, this is where you list the major you want to apply to at a specific college. Some colleges have “Supplements” to the Common Application, and when you click on the name of the college, those “Supplements” will appear. **There is contact information for the college or university on this page with phone numbers, so if you want to speak to someone about this part of the application, use these numbers for the specific colleges and universities.**

The Common Application does not have phone help, and will only respond to emailed questions!

- The “Common App” tab is the actual application. The information you complete here, will be seen by all colleges you apply to. **There are 6 sections of the Common Application: Profile, Family, Education, Testing, Activities, and Writing.**

The Common Application-The “Instructions and Help Center” can answer many questions! Questions with a red asterisk are mandatory

Profile-There are 8 sections to the Profile: **Personal Information, Address, Contact Details, Demographics, Geography, Language, Citizenship and the Common App Fee waiver.** Under “Citizenship”, International students will need to list their visa number, and date of issue. Undocumented or AB 540 students can choose ‘Other’ for Citizenship status, list the country of citizenship, then under “Currently held United States Visa”, select “I do not hold a currently valid US non-immigrant visa.”

Family-There are 4 sections here. They ask about parents and siblings, because some colleges will give priority to applicants whose parents attended their institutions.

Education- There are 6 sections here. Under “Current or Most Recent College”, list Pierce, even if you are attending another school at the same time. For “Date of Entry”, put the first date you began attending classes. For the “Exit Date”:

- 12-17-2017 if finished at the end of Fall 2017
- 2-04-2018 if finished at the end of Winter 2018
- 6-4-2018 if finished at the end of Spring 2018
- 8-26-2018 if finished at the end of Summer 2018.

For the “Advisor” information, if you do not have a counselor at Pierce that you have connected with, you may list the Pierce College Transfer Director in this section:

Sunday Salter
Job Title: Transfer Director
Email: saltersc@piercecollege.edu
Phone: (818) 710-2277

Under “Current Year Courses”:

- Fall 2018 applicants that submit the application before the end of Fall 2017-List both the Fall 2017, Winter 2018 and Spring 2018 classes, and if there are not enough lines to enter all your classes, you can add them to the “Additional Information” in the Writing section of the Common App
- Fall 2018 applicants that submit the application after Fall 2017 grades are posted need only list Winter 2018 and Spring 2018 courses.

The Common Application only has room for one current college and 3 additional colleges, so if you have more, list those additional colleges in the “Writing-Additional Information” section.

Testing-This is where students list ACT, SAT/SAT Subject, AP, IB, TOEFL, PTE Academic, and IELTS if they have taken these tests. Remember, the ‘My College’ tab at the beginning lists tests required for transfer students. University transfer admission web pages will also indicate if certain tests are required for admission. All AP and IB exam results, even non-passing scores, should be reported.

Activities-You can list up to 10 activities.

Writing: There are 4 sections here: **Personal Essay** (250-650 words), **Disciplinary History**, **Required Explanation**, and **Additional Information**. The “**Required Explanation**” will need to be filled out if:

This section is required because you indicated one or more of the following situations earlier in the application:

- You have been found responsible for a school disciplinary violation.
- You have a past history of a misdemeanor, felony, or other crime.
- You have had or will have an interruption in your education.
- You received a military discharge of Other Than Honorable. Please use the space below to provide details of the applicable situation(s).

The “Additional Information” allows student to provide an answer below if students wish to provide details of circumstances or qualifications not reflected in the application.

Sometimes the Personal Essay prompt in the Common Application, will look like the prompt for a Supplemental Application of an individual college or university. Both need to be completed thoroughly.



Los Angeles Pierce College
Common Application Additional Forms Procedures
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Please use the following solutions and Pierce College procedures to deal with these sections of the Common Application.

Academic Advisor: This is a mandatory section on the Common Application and allows the institution you are applying to contact Pierce with any questions about your application.

Students may list any Pierce College counselor's information in this section. If you do not have a counselor, you may list the Pierce College Transfer Center Director:

Sunday Salter, saltersc@piercecollege.edu, (818)710-2277

"Recommenders and FERPA" Section:

Academic Evaluator:

Not all universities require a letter of recommendation but some schools require you to invite one evaluator in this section as stated above. You may list a counselor/advisor or an instructor. It is not necessary to list an email address unless you would like to get a letter of recommendation.

If you do intend on asking your professor or counselor for a letter please meet with the instructor or counselor (advisor) who will need to agree to be your Academic Evaluator; institutions prefer the INSTRUCTOR choice, preferably someone related to your major, if possible. On the Academic Evaluation portion of the application, the student must use the drop down menu and select an INSTRUCTOR or ADVISOR (counselor). Once the Academic Evaluator agrees, the student needs to "invite" them through the "Recommenders" portion of the application. The Recommender will then receive an electronic "invite" to complete the form or you may print out the *offline form* and hand deliver it. The Instructor then mails or submits the letter on your behalf.

College Report:

This is not a form required by all institutions. Check with the receiving institution to see if it is required.

Print out the *offline form* and bring it to the Pierce College Admissions & Records Office along with the mailing address. The form will be mailed on your behalf.

Official transcripts must be requested using the Pierce College Transcript Request Form, which can be found online at: <http://www.piercecollege.edu/admissions/grades.asp> Students may also order transcripts online at the same link, or in person in the Admissions & Records Office.

Transfer Mid-Term Report:

This is not a form required by all institutions. Check with the receiving institution to see if it is required. If it is required, the student must print out the form and bring it to each instructor to verify they are in the class, and what grade they are earning at the time the form is presented to the instructor.

Some institutions may require additional supplemental forms or documents. Please review the Common Application and/or the college or university website thoroughly for this information. The student is responsible for mailing this document.

Secondary School "Final Report":

This is not a form required by all institutions. Check with the receiving institution to see if it is required. **If it is required, the student must have their high school complete the form. If you are not able to access your high school, please bring the form to the Pierce College Admissions & Records Office.**