

Common Application How To

1. Go to commonapp.org
2. Set up an account- put your ID login and password in your cell phone
3. When asked to look up your high school check that everything looks like this:

Durango High School

2390 North Main Ave

Durango ,Co 81301

Public

CEEB Code 060475

If not please select the other Durango High School

4. To complete the education sections log into your IC account, click on reports, click on transcript, your class rank and gpa will be listed. There are 250 students in your class
5. After completing the education section click on "My Colleges" Then click on "recommenders and FERPA"
6. Make Deb Medenwaldt your counselor when asked to enter counselor email use this address: DHSCollege@gmail.com

INFO YOU WILL NEED

Senior Academic Advisor contact information:

E-Mail for all Academic Advisors: DHSCollege@gmail.com

7. Assign teacher recommenders AFTER you have asked teachers and they have agreed to do so. For teacher emails use teacher first initial and last name. Ms. Haller would be thaller@durangoschools.org

You must assign counselor and teacher recommenders Before DECEMBER 4th to make a January 1st application deadline. The counseling office/college counseling will be closed over the winter Break.

TRANSCRIPT REQUEST HOW TO

COMMON APP SCHOOL- You do not need to do anything! I will upload your transcript via my common app account the day you enter "Dhscollege@gmail.com"

NON COMMON APP SCHOOL- Log into your Naviance account,

STEP 1: Click on "Colleges I am applying to"

STEP2: Click on big red plus sign, answer the questions

STEP 3: Click add and request transcript, mark Initial transcript , we do not have your test scores so leave those boxes blank,

STEP 4: click request and finish, check your naviance account to confirm submission. IF you do not see so in 1 week go down to post secondary center (counseling) and fill out a paper request just in case

YOU ARE DONE!

SENDING ACT AND SAT SCORES

You will need to log into your college board and or ACT accounts to send your test scores to the colleges you are applying to. DHS staff does not have access to your test scores. If you do not know how to log in or forgot your username or password you will need to call SAT or ACT to for help. See their web sites for contact information

COLLEGE APPLICATION DATES / DEADLINES

1. September 22nd LETTERS OF ASK- DUE to teachers
2. September 15th at the latest get your FAFSA ID numbers- one of your parents needs an ID number too
3. October 1 - fill out your FAFSA application online-- it's free
4. October 31- Apply by Halloween to make your life easier!
5. Our office is closed over Thanksgiving and Winter break- You must assign counselor and teacher recommenders Before DECEMBER 15th to make a January 1st application deadline. The counseling office/college counseling will be closed over Thanksgiving and winter Break.
6. Use the Common Application when you can
7. Follow the directions on the back of this sheet to help create your common app account
8. Log into Naviance and add colleges you are thinking about and colleges you will apply to
9. Log into Naviance and request a paper copy of your transcript be sent to your school

College Nights

Sept 10- 6-7:30 application how to and overview of process - DHS Library

Sept 11- regional college fair here at DHS 5:30-6:30

Sept 17- 6-7:30 FAFSA overview how to and benefits of- DHS library

Sept 24- 7-7:30 College Essay Editing Night at DHS- English hallway

October 1- 6-7:30 FAFSA night at DHS- FAFSA experts will be on hand to help you complete your application

October 8- 6-7:30 College fit and match for those of you who are still undecided. DHS Library

October 15- 6-7:30 NCAA overview

October 22nd 6-7:30 Military Night

HELPFUL WEBSITE: Dhsacademicadvising.weebly.com