

Instructions for Completing the School Official Form for the Common Application

1. Meet with a counselor in the Transfer Center (SS 140) or Academic Counseling (SS120) to complete the following sections on the form:
 - A. Verify current classes and units earned prior to academic year and how many will earn this academic year.
 - B. Background Information:
 - a. Class rank
 - b. Class size
 - c. Covering period
 - d. Cumulative GPA
 - e. School's passing mark
 - f. Highest GPA
 - g. Grad date
 - h. How long have you known the applicant?
 - i. What are the first words you would use to describe the applicant
 - C. Ratings
 - D. Evaluation: If you do not know the counselor, please provide him/her with an academic resume so that they can write additional comments in the evaluation section.
2. Applicant's Disciplinary Record – Must be completed by Ben Partee, Dean of Educational Programs, Campus Center Room 222.
 - A. Turn in the completed form to the Dean's secretary.
 - B. You must provide a stamped and addressed envelope with the form.
 - C. The Dean's office will mail the form once it is completed.

Questions? Drop by the Transfer Center, SS 140 for assistance.