Common Application Process

Step 1:

“Advisor’s” Information: This is a mandatory section on the Common Application, in the “Education” section. The institution(s) students are applying to might have a question about the student’s application, so the institution might contact the “Advisor”.

(Note: This section is unrelated to the Academic Evaluator section, and will be addressed later on this document.)

Fill out the Common Application in the “Education” section with the following information:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Mr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor’s first name</td>
<td>Jed</td>
</tr>
<tr>
<td>Advisor’s last name</td>
<td>Schlueter</td>
</tr>
<tr>
<td>Advisor’s title</td>
<td>Transfer Counselor</td>
</tr>
<tr>
<td>Advisor’s e-mail</td>
<td><a href="mailto:jschlueter@miracosta.edu">jschlueter@miracosta.edu</a></td>
</tr>
<tr>
<td>Advisor’s telephone</td>
<td>760-795-6880</td>
</tr>
</tbody>
</table>

Step 2:

“Recommenders” Section:
Academic Evaluation: This is not required by all institutions. Check with the receiving institution to see if it is required.

Before filling this section out, a student must meet with an instructor or counselor who will need to agree to be their Academic Evaluator; universities 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) to be their “Recommender”. Once the Academic Evaluator agrees, the student needs to “invite” them through the “Recommenders” portion of the Common Application. The Recommender will then receive an electronic “invite” to complete the recommendation.

IMPORTANT: If you choose a Counselor (instead of an Instructor) bring the completed form below to your appointment.

Step 3:

College Report: This is not required by all institutions. Check with the receiving institution to see if it is required.

The College Report is an “Offline Form”. Students must print this form from the Common Application, and take the form to MiraCosta College Admissions and Records. Admissions and Records will complete the form and mail the College Report to the colleges and universities you are applying to. Some universities, like University of Southern California, University of San Diego, and Loyola Marymount University, do not require the College Report to be submitted for transfer admission consideration. Students should check the institutions transfer admission webpages to determine if this document is required.

Step 4:

Transfer Mid-Term Report: This is not required by all institutions. Check with the receiving institution to see if it is required.

If this form is required, the student must print out the form from the Common Application 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. Students must submit the completed Transfer Mid-Term Report to the transfer institution(s).

Some institutions may require additional supplemental forms or documents. Please review the college or university transfer admission webpage thoroughly for this information.
Supplemental Form for Academic Evaluation from Counselor (MCC use only)

Name: __________________________ MCC ID#: ___________

Phone#: __________________________ Today’s date: _______

Email: __________________________

- Have you met with a counselor to develop an education plan?
- How would you describe yourself in one word?

Please write one short sentence for each question below:

- How would you describe your academic achievement?

- What are your extracurricular accomplishments?

- Describe your personal qualities and character:

- Describe your family situation/responsibilities:

- Describe your work obligations:

- Describe any other circumstances about yourself that were not asked: