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.