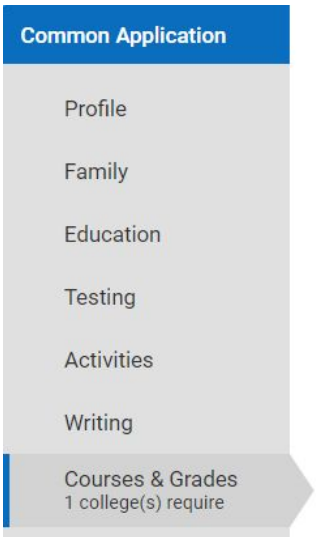
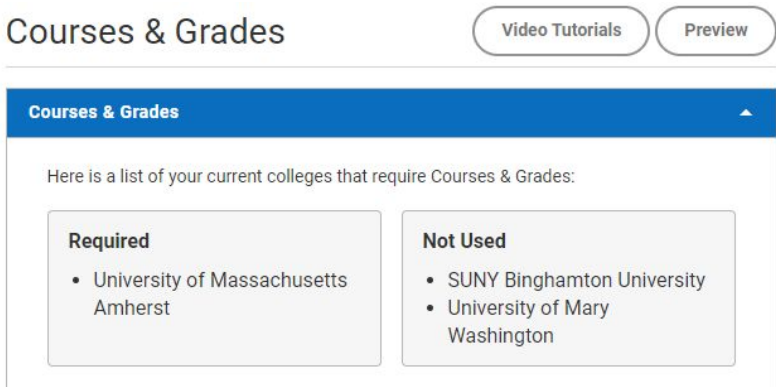


WHS Instructions for the “Courses and Grades” Section on the Common Application

Some colleges, including UMass Amherst, require a part of the Common Application called “Courses & Grades.” This section requires students to enter information about each individual class they have taken throughout high school. These instructions provide advice on completing this section, specifically for Westborough HS courses. If you have attended another high school prior to enrolling at WHS, please consult with your counselor for help with this section.

To see the full list of Common App colleges that require the Courses and Grades section, visit <http://bit.ly/coursesandgrades1920>

 <p>Common Application</p> <ul style="list-style-type: none">ProfileFamilyEducationTestingActivitiesWritingCourses & Grades 1 college(s) require	<ul style="list-style-type: none">• Log into your Common App account at commonapp.org• Click the “Common App” tab• If you see that any colleges require the “Courses & Grades” section, click on that section <p>If no colleges require this section, you will not be able to access it and do not need to complete it.</p>				
 <p>Courses & Grades Video Tutorials Preview</p> <p>Courses & Grades</p> <p>Here is a list of your current colleges that require Courses & Grades:</p> <table border="1"><thead><tr><th>Required</th><th>Not Used</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• University of Massachusetts Amherst</td><td><ul style="list-style-type: none">• SUNY Binghamton University• University of Mary Washington</td></tr></tbody></table>	Required	Not Used	<ul style="list-style-type: none">• University of Massachusetts Amherst	<ul style="list-style-type: none">• SUNY Binghamton University• University of Mary Washington	<ul style="list-style-type: none">• You will need a copy of your transcript to complete this section.• Colleges that do not use the Courses & Grades section cannot see anything you enter in this section
Required	Not Used				
<ul style="list-style-type: none">• University of Massachusetts Amherst	<ul style="list-style-type: none">• SUNY Binghamton University• University of Mary Washington				

I am able to obtain a copy of my transcript(s)*

Yes

No

Clear Answer

My transcript shows grades for courses I've completed*

Yes

No

Clear Answer

Continue

- Answer these questions and click continue

9th Grade

To add courses for 9th grade, click the button below. Be sure you have reported all schools you have attended in the Education section of the Common App, and have your transcript(s) on hand. If you have no grades to report for 9th grade, just check the box to indicate you have completed this section.

Add 9th grade

Please indicate that you have reported all courses and grades for 9th grade.*

I have reported all of my courses for this grade

Continue

- Click "Add 9th Grade" to begin entering Courses and Grades

You can always go back to edit or add more courses.

Courses & Grades – 9th grade

Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1

School Name *

Clear selection

Westborough High School

- Under "School Name" select Westborough High School.
 - WHS will only appear if you have already added it to your application in the Education section of the Common App tab

Any other high school you attended prior to WHS will also appear if you have added it to the Education Section. Please consult with your counselor for specific instructions if you attended another school.

School Year *

[Clear selection](#)

2019-20

2018-19

2017-18

2016-17

- Select the applicable School Year -
For the Class of 2020:
 - 9th grade = 2016-17
 - 10th grade = 2017-18
 - 11th grade = 2018-19
 - 12th grade = 2019-20

Grading Scale *

[Clear selection](#)

A-F

- For Grading Scale, select “A-F”

Schedule *

[Clear selection](#)

Semesters

Trimesters

Quarters

Yearly

- For Schedule, select “Yearly”

Even though you likely have taken semester-long classes and some quarter-long PE classes, you should still select “Yearly” in this section.

Subject *

Course Name *

English

ENGLISH 9 L2

History/Social Science

GRADE 9 HISTORY L3

Science (Other)

NATURAL SCIENCE & ENGINEER L4

Geometry

GEOMETRY L5

Physical Education/Health

P E WELLNESS 9

Add a Course

- For each course, select the appropriate Subject category and then type the name of the course as it appears on your transcript.
- Continue adding courses until you have entered all your courses for 9th grade.

Course Name *

Course Level *

ENGLISH 9 L2

College Prep

GRADE 9 HISTORY L3

College Prep

NATURAL SCIENCE & ENGINEER L4

Honors

GEOMETRY L5

Accelerated

P E WELLNESS 9

Regular/Standard

- List Course Levels as follows:
 - L2 = College Prep
 - L3 = College Prep
 - L4 = Honors
 - L5 (non AP) = Accelerated
 - AP = Advanced Placement (AP)
 - Unleveled or L0 = Regular/Standard

Grades *

Credits *

Final

Final

B+

1

B

0.5

- Add your year-end grade and credits earned for each class.
- Click "Continue" once you have added everything for 9th Grade

9th Grade

School: Westborough High School

School Year: 2016-17

Grading Scale: A-F

Schedule: Yearly

Completed courses & grades entered: 5

Incomplete courses & grades entered: 0

Edit 9th grade

Please indicate that you have reported all courses and grades for 9th grade.*

I have reported all of my courses for this grade

Continue

- Check that you have reported all of your courses for this grade and click "Continue"
- Then continue entering Courses and Grades for each additional year in high school

12th Grade

Do you have 12th grade courses listed on your transcript that have been issued official transcript grades?*

Yes

No

Clear Answer

- You will not need to add 12th Grade Courses and Grades if it is prior to the end of S1. At that time, fill out this section only for courses you have completed. Before then, go to the 12th Grade section and indicate you do not have 12th grade courses with grades.
- You still must add your senior year courses in the Education section of the Common App