



# Counselor conversations with Common App: Academic record reporting

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**Where are students asked to self-report the courses they've taken?**



# Reporting academic coursework

Students may be asked to list their coursework in several places in the application.

## In-progress coursework:

- **Education:** Current or Most Recent Year Courses

## Completed coursework:

- **Courses & Grades:** If required, captures courses with credit awarded on high school transcript

Students taking courses through a college (dual enrollment or other) can capture their college attendance using:

- **Education** → Colleges & Universities

The screenshot displays the Common App interface for reporting coursework. On the left, the 'My Common Application' sidebar shows a navigation menu with 'Education' expanded, highlighting 'Current or Most Recent Year Courses' and 'Courses & Grades'. The main content area is titled 'Complete your Common Application' and 'Current or Most Recent Year Courses', with a status of 'In progress'. It includes instructions to list all current courses and a dropdown to select the number of courses to report (set to 9). Below this, a section for selecting the course scheduling system (Semester, Trimester, Quarter, or Yearly) is shown, with 'Yearly' selected. The form then prompts for 'Course 1 subject\*' (English), 'Course 1 name\*' (English IV Honors), 'Course 1 level\*' (Honors), and 'Course 1 schedule\*' (Choose one or more options -).

# Education section:

## Current year courses

### Course scheduling system

Semester, Trimester, Quarterly, Yearly

### Course schedule

Dynamic based on course scheduling system selected

- **Semester:** S1, S2, Full Year
- **Trimester:** T1, T2, T3, Full Year
- **Quarterly:** Q1, Q2, Q3, Q4, Full Year
- **Yearly:** Full Year

### Course level

- Regular/Standard
- Accelerated
- Advanced
- Advanced Placement (AP)
- AS/A-level/International A-level, Cambridge AICE
- College Prep
- Dual Enrollment
- Enriched
- GCSE, IGCSE
- Gifted
- High Honors
- Honors
- Intensive
- International Baccalaureate (IB)
- Pre-IB
- Regents
- N/A

| Preview Education Section                    |                                            |
|----------------------------------------------|--------------------------------------------|
| Current or most recent year courses          |                                            |
| First semester                               | Second semester                            |
| ENG - English IV Honors - (HON)              | ENG - English IV Honors - (HON)            |
| PRE-CALC - Pre-Calculus - (REG)              | PRE-CALC - Pre-Calculus - (REG)            |
| PHYS - Physics I - (REG)                     | PHYS - Physics I - (REG)                   |
| HIST - AP Human Geography - (AP)             | HIST - AP Human Geography - (AP)           |
| LANG - Spanish IV - (REG)                    | LANG - Spanish IV - (REG)                  |
| PE/HLTH - Health - (REG)                     | HIST - Economics - (REG)                   |
| HIST - College course: Art History I - (ADV) | ART - College Course: Ceramics 101 - (ADV) |

**Example of student courses as they appear on application PDF.**

# Education section: Colleges attended

Students can list up to 3 colleges they have attended

Students are not asked to list what courses they have taken

Students may choose to share more details, including a list of their college courses taken:

[Writing](#) → Additional Information

Complete your Common Application

Colleges & Universities

In progress

Preview

If you have ever taken coursework at a college or university, please indicate the number of colleges.\*

☐ 0

☒ 1

☐ 2

☐ 3

Clear answer

College 1\*

Northern Virginia Community College  
4001 Wakefield Chapel Road  
Annandale, VA 22003  
USA  
2-year or community college  
CEEB Code : 5515

Change Remove

Course details

☐ Dual enrollment with high school

☐ Summer program

☐ Credit awarded directly by college

College 1 from date\*

Date uses "month year" format (e.g. August 2002)

College 1 to date\*

Date uses "month year" format (e.g. August 2002)

Degree earned

☐ AA

☐ AS

☐ BA

☐ BS

Clear answer

Continue

# Self-reported transcripts

Some colleges ask students to self-report the grades they've earned in the courses they've completed.

This can be in Common App (Courses & Grades) or through STARS (the Self-reported Transcript and Academic Record System, formerly known as SRAR or SSAR).

## In 2025–26:

- 77 colleges use Courses & Grades ([Courses & Grades FAQ](#))
- 38 colleges use STARS ([STARS FAQ](#))

## Requirements grid

The [requirements grid](#) displays key information about every Common App college, including deadlines, fees, and requirements such as Courses & Grades.

- In the application:  
**My Colleges**
- In the recommender system:  
**My students**

# Courses & Grades

Students should use the grade level grids to report their courses exactly as they appear on their high school transcript.

Students can use 'Other Courses' for middle school, post-12th grade, or summer courses that appear on their official high school transcript.

**Students do not need to enter the names of middle schools or colleges.** For middle school and college (dual enrollment) courses appearing on the high school transcript, students should use the name of the high school where they received the credit.

The screenshot shows the 'Common App' interface for the 'Courses & Grades' section. On the left is a sidebar menu with icons for home, documents, search, and a user profile. The menu items are: 'My Common Application', 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', 'Courses & Grades' (which is expanded to show '2 college(s) require'), '9th Grade', '10th Grade', '11th Grade', '12th Grade', and 'Other Courses'. The main content area is titled 'Complete your Common Application' with a 'Preview' button. Below this is the section 'Courses & Grades' with an 'In progress' indicator. A green box highlights a list of colleges that require Courses & Grades: 'Required' (Jack Kent Cooke Foundation, University of Southern California) and 'Not Used' (Black Hawk College, Morgan State University, University of Delaware). Below this, there is a question 'I can access a copy of my transcript(s) or official grades\*' with radio button options for 'Yes' (selected) and 'No'. There are 'Clear answer' and 'Continue' buttons at the bottom.

common app

My Common Application

- Profile
- Family
- Education
- Testing
- Activities
- Writing
- Courses & Grades  
2 college(s) require
- 9th Grade
- 10th Grade
- 11th Grade
- 12th Grade
- Other Courses

Complete your Common Application

Courses & Grades

In progress

Here is a list of your current colleges that require Courses & Grades:

| Required                                                                                                             | Not Used                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Jack Kent Cooke Foundation</li><li>University of Southern California</li></ul> | <ul style="list-style-type: none"><li>Black Hawk College</li><li>Morgan State University</li><li>University of Delaware</li></ul> |

I can access a copy of my transcript(s) or official grades\*

☒ Yes

☐ No

Clear answer

Continue

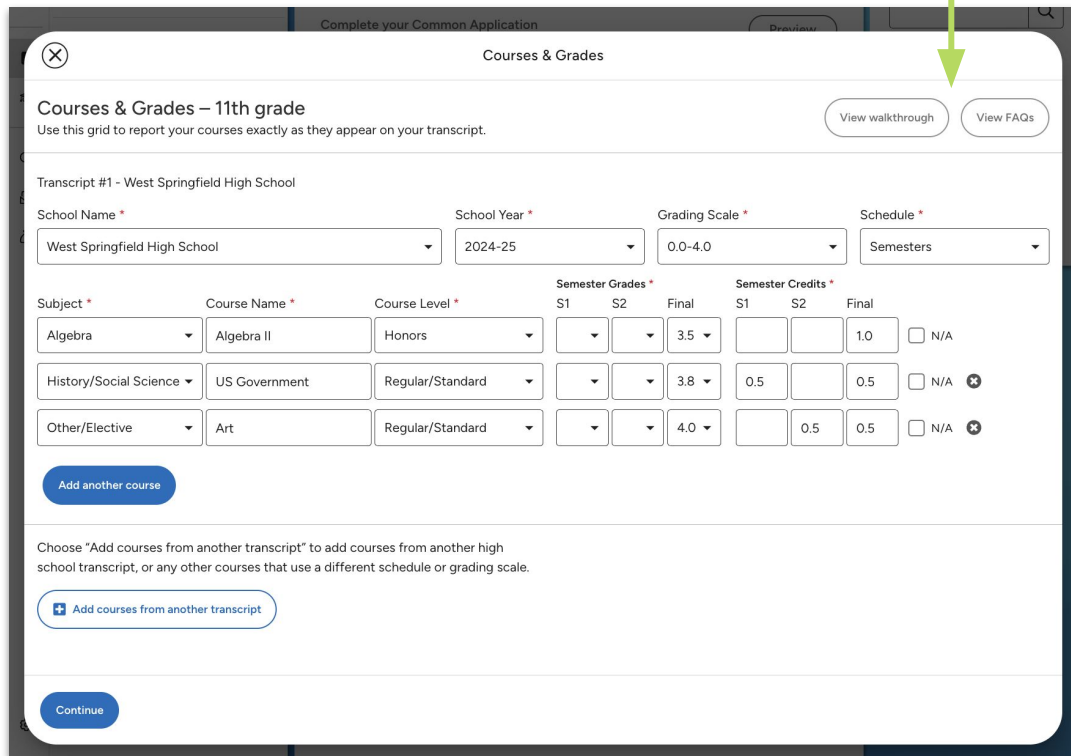
# Courses & Grades

**School Name, School Year, Grading Scale, and Schedule are required.**

**Subject, Course Name, Course Level, at least one grade, and at least one credit are required for each row.**

The Schedule and Course Level options are the same as those in 'Current or Most Recent Year Courses' in the Education section.

- **Schedule:** Semester, Trimester, Quarterly, Yearly
- **Course Level:** Regular, Advanced, AP, IB, Honors, etc.



Complete your Common Application

**Courses & Grades**

Courses & Grades – 11th grade  
Use this grid to report your courses exactly as they appear on your transcript.

Transcript #1 - West Springfield High School

School Name \* School Year \* Grading Scale \* Schedule \*

West Springfield High School 2024-25 0.0-4.0 Semesters

| Subject *              | Course Name * | Course Level *   | Semester Grades * |    |       | Semester Credits * |     |       |                              |
|------------------------|---------------|------------------|-------------------|----|-------|--------------------|-----|-------|------------------------------|
|                        |               |                  | S1                | S2 | Final | S1                 | S2  | Final |                              |
| Algebra                | Algebra II    | Honors           |                   |    | 3.5   |                    |     | 1.0   | <input type="checkbox"/> N/A |
| History/Social Science | US Government | Regular/Standard |                   |    | 3.8   | 0.5                |     | 0.5   | <input type="checkbox"/> N/A |
| Other/Elective         | Art           | Regular/Standard |                   |    | 4.0   |                    | 0.5 | 0.5   | <input type="checkbox"/> N/A |

Add another course

Choose "Add courses from another transcript" to add courses from another high school transcript, or any other courses that use a different schedule or grading scale.

Add courses from another transcript

Continue



# Courses & Grades walkthrough



# How can I help my students with reporting their academic coursework in Common App?



# Common App Recommender system

Counselors and advisors using the Recommender system can use filters to identify their students applying to colleges that require Courses & Grades



common app

Hello, Meredith · Account

Students

Profile

Resources

## My students

Student name

[Search filters](#) [Add](#) [Grid](#)

2 students [?](#) Sort by: Last name [v](#)

- JJ Jenny Jacobson**  
Nov 1, 2025 · Tomorrow [📅](#)
- IS Ima Student**  
Nov 15, 2025

[Settings](#)

[Sign out](#)

### This week's student deadlines [?](#)

[This week](#) [Next week](#) [This year](#)

1 Applications due  
0 of 1 submitted

[Show students](#)

[View walkthrough](#)

X

Search filters

Requires courses & grades [?](#)

☒ Yes

☐ No

Application preview enabled [?](#)

☐ Yes

☐ No

Colleges

Colleges

- Choose an option - [v](#)

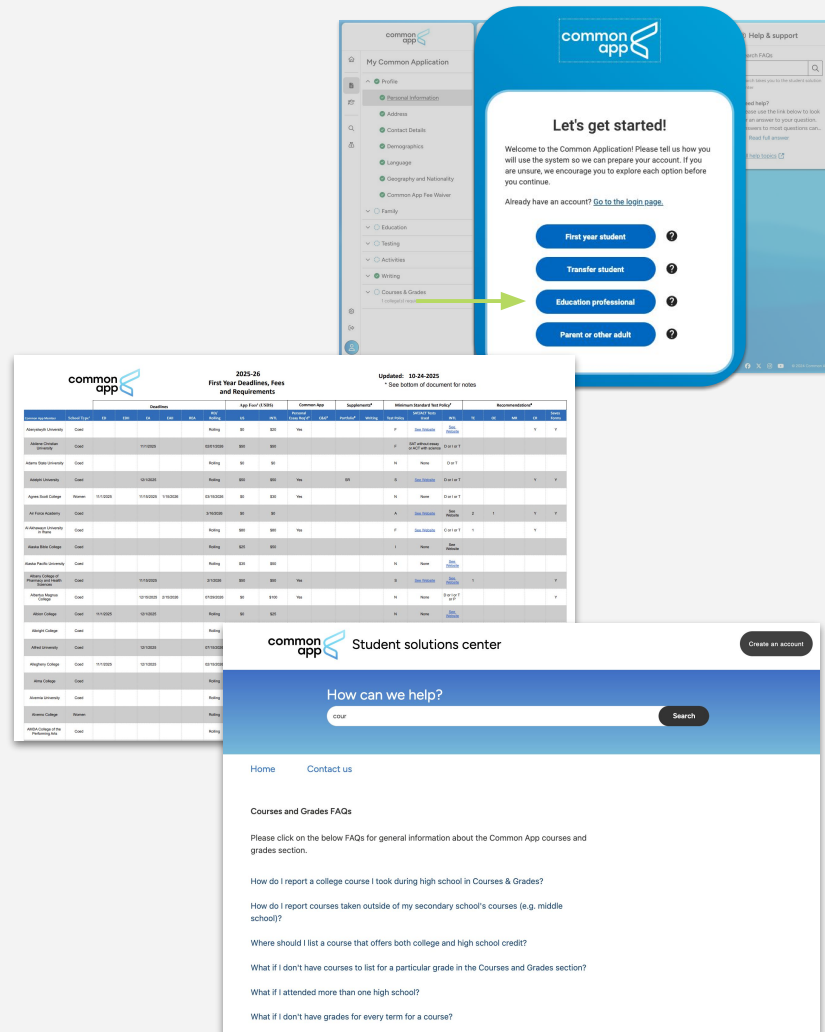
Graduation year

[Clear filters](#)

[Show 12 students](#)

# Tools & resources

- Create a practice student account
  - Explore the student experience
  - View the Courses & Grades walkthrough
- Download the [requirements grid](#)
  - See which colleges require C&G
- Access Solutions Center resources
  - [List of colleges that require C&G](#)
  - [Courses & Grades FAQs](#)
  - [24/7 support](#)
- Learn more about [STARS](#) (formerly SRAR/ SSAR)



# Frequently asked questions



## QUESTION

# Where should I list a course that offers both college and high school credit? [FAQ](#)

You should use the **Current or Most Recent Year Courses** section to capture all courses you are enrolled in for the year, including dual enrollment college courses that grant high school credit.

You should use the **Colleges & Universities** section to list all colleges that have or will grant you college credit, including dual enrollment courses and any college course taken independent of the high school (i.e. no high school credit is received).



## QUESTION

# How do I report a college course I took during high school in Courses & Grades?

[FAQ](#)

Only courses receiving high school credit (i.e. appearing on your high school transcript) should be reported in this section.

If you are not receiving high school credit for the course, you do not need to report this course in Courses & Grades.



## QUESTION

**How do I report courses taken outside of my secondary school's courses (e.g. middle school)?** [FAQ](#)

To report courses that you've taken prior to the 9th grade, post-12th grade, or summer courses, you can use the 'Other Courses' section.





## QUESTION

# What if I don't have courses to list for a particular grade in the Courses and Grades section? [FAQ](#)

If you do not have any courses to list for 9th, 10th or 11th grade you can click the box that says 'I have reported all of my courses for this grade'.

If you do not yet have any courses to list for 12th grade you can select the 'No' option for the question that asks, 'Do you have 12th grade courses on your transcript with official grades?'



## QUESTION

# What if I attended more than one high school?

## FAQ

If you have courses for more than one high school that you would like to report in Courses & Grades, you can click on 'Add Courses from Another Transcript' button.

You can only add courses from another transcript if you have added another high school in the Education section of your application.



# Connect with us

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## Education & Training team

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## Contact 24/7/365 support when you need it

**First-year application questions**

[appsupport@commonapp.net](mailto:appsupport@commonapp.net)

**First-year recommender questions**

[sfsupport@commonapp.net](mailto:sfsupport@commonapp.net)