

TIMELINE FOR COLLEGE PROCESS

FRESHMAN YEAR

1. Focus on class work and achieve the best grades possible in your courses.
2. Join interesting clubs, sports, and activities.
3. Participate in community service opportunities. Minimum 32 hours of community service are required for high school graduation.
4. Consider taking SAT Subject Tests if you are excelling in certain courses, particularly AP course work (consult with your teacher and your counselor).
5. Meet with your counselor to review first quarter progress, midyear progress, and to plan for sophomore year course load.
6. Establish your Naviance Family Connection account if you have not already done so. Counselors will help students establish an account and provide a classroom presentation on the many features of the program.
7. Plan for meaningful summer work, volunteer experience, and leadership opportunities.

SOPHOMORE YEAR

1. Focus on class work and achieve the best grades possible in your courses.
2. Join interesting clubs, sports, and activities.
3. Participate in community service opportunities.
4. Consider taking PSAT in October for SAT practice/preparation. Use PSAT results as learning tool for improvement on future SAT (taken in spring of junior year).
5. Consider taking SAT Subject Tests if you are excelling in certain courses, particularly AP course work (consult with your teacher and see your counselor).
6. Discuss ideas about careers and colleges with family and friends. Contemplate career interests and academic strengths, consider future career goals and possible college majors.
7. Communicate ideas/concerns/questions to your counselor.
8. Continue to use Naviance Family Connection. Counselors will work with students in the classroom using the program.
9. Meet with your counselor to review academic progress and to plan for junior year course load.
10. Plan for meaningful summer work, volunteer experience, and leadership opportunities.

JUNIOR YEAR

1. Focus on class work and achieve the best grades possible in your courses.
2. Pursue clubs, sports, and activities that hone and refine special talents and interests, particularly those that demonstrate leadership qualities.
3. Participate in community service opportunities.
4. Visit college fairs, talk to friends and alumni, and utilize various college search resources to investigate colleges. Think about the type of college (size, location, etc.) that suits you and the major/career fields that interest you.
5. **OCTOBER:** Take the PSAT/NMSQT (National Merit Scholarship Qualifying Test). Use PSAT results as learning tool for improvement on SAT Reasoning Test.
6. **JANUARY/FEBRUARY:** Meet with your counselor to review midyear academic progress and to plan for senior year course load.
7. **MARCH:** Attend College Information Night with your parent/guardian. Use Naviance Family Connection to explore the many college research features of the site. Add schools to the “Colleges I’m Thinking About” list
8. **MARCH/APRIL:** Attend your individual Junior College Planning Conference with your parent/guardian and guidance counselor to discuss interests, develop a list of colleges, and more clearly define your specific college plan. Utilize Naviance to organize and research colleges you are thinking about.
9. Attend open houses, information sessions and tour colleges that interest you.
10. Research colleges’ admission requirements: GPA, SAT/ACT, SAT Subject Test requirements, and application deadlines. Utilize Naviance “scattergrams” feature to compare your scores with other applicants.
11. **MARCH, MAY, JUNE:** Register for and take the SAT Reasoning Test and/or ACT. It is recommended to take the optional Essay with either/both exams.
12. **MAY, JUNE:** Take appropriate SAT Subject Tests and AP Exams.
13. Request letters of recommendation from two teachers for college applications and complete the teacher request form. Return the yellow copy to the guidance office.
14. Plan for meaningful summer work, volunteer experience, and leadership opportunities.

SENIOR YEAR

SEPTEMBER

1. Focus on your classes and achieve the best grades possible in your senior program.
2. Participate in community service opportunities (32 hours required for graduation).
3. Attend college visits at the high school, and utilize college search websites.
4. Research colleges' admission requirements, SAT/ACT testing requirements, and APPLICATION DEADLINES. Utilize Naviance to organize and research colleges.
5. Arrange campus visits, interviews, and attend prospective student open houses.
6. Register for SAT Reasoning Test / SAT Subject Test / ACT exams/retakes.
7. Complete Senior Questionnaire and Parent Brag Sheet and return to the Guidance Office.
8. Follow up with the teachers with whom you have requested a letter of recommendation and provide them with your earliest deadline.
9. If you have not done so already, establish a Common Application account (commonapp.org). Utilize Common Application if available for your colleges.
10. If you have not done so already, complete the FERPA waiver in Common App and link it with your Naviance account.
11. Indicate in Naviance: 1) colleges to which you are applying and 2) Teachers who will be writing your letters of recommendation.
12. File NCAA Clearinghouse form if you hope to play Division I or Division II sports in college.
13. Applicants for Performing Arts or Fine Arts must research specific details about audition and portfolio requirements through each individual college.
14. Pursue clubs, sports, and activities that hone and refine special talents and interests, particularly those that demonstrate leadership qualities.

OCTOBER

1. Start completing your applications, especially if you are applying Early Action or Early Decision. Draft essays for applications and have them proofread.
2. If you have not done so already, indicate in Naviance: 1) colleges to which you are applying and 2) Teachers who have agreed to write your letter of recommendation.
3. Utilize *College Transcript Processing Form* (PINK SHEETS) to request your transcript and letters of recommendation be sent to colleges. Submit *College Transcript Processing Form* (PINK SHEETS) to Guidance Office at least TWO WEEKS prior to the college's application deadline. It is the student's responsibility to know each college's deadline.
4. **Students can begin filing their FAFSA forms as of October 1.** Students are to use the prior year's tax return to file.

5. Attend Financial Aid Night at the high school. Establish your online account with FAFSA.
6. **Contact the Financial Aid Office at your college(s)** to see if they require CSS Profile or any other additional financial aid or scholarship application forms. Be particularly vigilant about the required financial aid forms at any school to which you are applying *Early Action* and/or *Early Decision*.
7. Re-take the SAT Reasoning Test/ SAT Subject Test / ACT if you choose.
8. Request official SAT/ACT scores from the testing organization directly to be sent to colleges.
9. Research scholarships for which you may be eligible by reading the Guidance Scholarship Newsletter on Naviance and using internet search engines.

NOVEMBER

1. Early Decision/Early Action deadlines are often November 1 or November 15.
2. Regular Decision deadlines fall between October 1 and February 1, but it is best to apply early. Have all *College Transcript Processing Forms* into Guidance by either Thanksgiving or December holiday vacation. NOTE: for all January 1 application deadlines, the *College Transcript Processing Form* must be submitted to Guidance by December 1.
3. Attend the College Fair evening program at the high school.
4. Finalize applications and essays. Proofread everything TWICE!
5. Re-take the SAT Reasoning Test/ SAT Subject Test / ACT if necessary.
6. If you have not done so already, request official SAT/ACT scores from the testing organization directly.

JANUARY – MAY

1. Follow-up on any missing details. Check-in with your counselor.
2. Continue to focus on maintaining solid senior grades. Colleges receive midyear and final report cards.
3. Visit or interview at schools you may not have previously seen. It is best to see a college when classes are in session.
4. Complete any additional financial aid forms required by each individual school, i.e. CSS Profile.
5. Colleges traditionally notify of acceptance during the month of March. There is a universal deposit deadline of May 1 to secure your place at the school you choose.
6. Communicate to your counselor college acceptances and scholarship awards.
7. Complete application for local scholarship selection.
8. Complete your Senior Survey and request your banner!
9. Thank your teachers who supported you with letters of recommendation and let them know your chosen college!