



PLANNING FOR COLLEGE CALENDAR

From researching and visiting colleges to taking standardized tests, the college admissions process can be both exciting and overwhelming. Use this checklist to help you and your family keep up with important deadlines and tasks. The key to success is to always plan ahead!

JUNIOR YEAR

SEPTEMBER

- Register for the October PSAT through your guidance counselor.
- Research majors and careers that interest you.
- Attend college fairs and collegiate planning workshops in your area.

OCTOBER

- Take the PSAT.
- Begin requesting admissions materials from schools that interest you.

DECEMBER

- Review your PSAT results with your guidance counselor.
- On your own, take a full, timed practice SAT and/or ACT test. Discuss with your guidance counselor whether a prep course **or** tutor would be beneficial to you.

FEBRUARY

- Begin planning your senior schedule with your guidance counselor.
- Register for the March and/or May and/or June SAT and/or ACT. Research colleges that interest you to determine which test is preferred or required, and on the day of your test, add them to your free score report list using their school code.
- Schedule visits to colleges on your short list.

SPRING BREAK

- Visit colleges that interest you!

APRIL

- After campus visits, narrow your list of colleges to between five and eight.

MAY

- Take AP or IB exams if you have participated in AP or IB courses as a junior.
- Ask teachers, counselors, employers, or community leaders for letters of recommendation.

JUNE

- Take SAT subject tests if required by your top college choices. Choose subject tests that correspond with AP/IB exams you have taken.
- Request financial aid/scholarship information from your top schools. Check important dates and requirements.
- If you plan to play intercollegiate sports at an NCAA college, apply to the NCAA Initial Eligibility Clearinghouse. You must also apply to the NCAA Amateurism Certification Clearinghouse.

SENIOR YEAR

SEPTEMBER

- Make a master calendar and note important dates. Include application deadlines and any additional requirements for each college you're applying to.
- Attend area college fairs and financial aid programs.
- Investigate your top colleges by meeting with admissions representatives who visit your high school.
- Submit a draft of your college essay to your English teacher for help editing and polishing.
- Register and review for the October SAT/ACT if needed.

OCTOBER

- Take the SAT/ACT if you have registered.
- Make sure you are prepared to meet any Early Action application deadlines and finalize all required materials for applications.
- Prepare to submit any required scholarship or Honors College applications at colleges you plan to apply to.
- Complete and file your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as soon after October 1 as possible. Save copies of all completed forms.
- Submit applications for admission along with high school transcript and other supporting documents by the end of October. Keep records of everything you send.

NOVEMBER

- Take the SAT/ACT one last time if you have a specific goal or benchmark you are attempting to reach.
- Begin researching outside/external scholarships at your high school and selected colleges.
- Obtain scholarship/financial aid forms from your colleges of choice and submit by the appropriate deadlines.

DECEMBER

- Continue to work on applications and make sure you're on track to complete all requirements by Regular Decision application deadlines.

JANUARY

- Meet your Regular Decision deadlines.

FEBRUARY

- Supply your mid-year transcripts to schools where necessary.

APRIL

- Compare all financial aid award packages you receive from different colleges.
- Visit or re-visit your favorite schools to which you have been accepted.

MAY

- Make a final decision and send in your enrollment/housing deposit to reserve your space by May 1, the National Candidates' Reply Date.
- Notify the schools that you will not be attending.
- Accept financial aid package at your college of choice
- Withdraw applications and financial aid packages for colleges which you are not attending
- Take Advanced Placement (AP) exams if you have participated in AP courses as a senior. Have official scores for junior and senior year sent to your college.
- Complete orientation registration materials and all necessary immunization records for your college.
- Request that your final high school transcript be mailed to your college if necessary.
- If you plan to play intercollegiate sports at the NCAA college, request that your final high school transcripts and SAT/ACT scores be submitted to the NCAA Initial Eligibility Clearinghouse and submit follow-up documentation with NCAA Amateurism Certification Clearinghouse.