



PLANNING FOR COLLEGE CALENDAR

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

JUNIOR YEAR

SEPTEMBER

- Register for the October PSAT through your guidance counselor
- Begin planning your senior schedule with 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 college admissions materials from schools that interest you

DECEMBER

- Review your PSAT results
- Discuss with your guidance counselor whether an SAT prep course would be beneficial to you

FEBRUARY

- Register for the March or May SAT and/or ACT. Contact colleges that interest you to determine which test is preferred or required
- Begin sending test scores to colleges in which you are interested
- Schedule any last minute 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 three and six.

MAY

- Take Advanced Placement (AP) exams if you have participated in AP courses as a junior

JUNE

- Take SAT subject tests if required by your top college choices
- Request financial aid/scholarship information from your top schools. Check important dates.
- 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.
- Schedule visits throughout the summer at colleges that interest you

See Reverse Side for Senior Year Calendar

SENIOR YEAR

SEPTEMBER

- Make a master senior calendar and note important dates. Include application deadlines at 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
- Make a list of all application requirements for each college you plan to apply to
- Ask teachers, counselors, employers, or community leaders for letters of recommendation if needed
- Review for SAT/ACT

OCTOBER

- Take the SAT/ACT if you need one additional score
- Begin to write and edit admissions essays if required by colleges you're applying to. Ask others to edit your essays as well
- Plan additional college visits. Visit additional schools or make return visits to your top one or two choices
- Make sure you meet any November 1 application deadlines and finalize all required materials for applications
- Prepare to submit any required scholarship applications at colleges you plan to apply to

NOVEMBER

- Take the SAT/ACT if you need one additional score.
- Begin researching outside/external scholarships at your high school and selected colleges.
- Obtain scholarship/financial aid forms from your college choice and submit by the appropriate deadlines.
- Submit applications for admission along with high school transcript and other supporting documents by the end of October. Keep records of everything you send.

DECEMBER

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

JANUARY

- Complete and file your completed Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as soon after January 1 as possible. Save copies of all completed forms.
- Request that your high school send your senior year grade report/transcript to your chosen colleges. Contact colleges to make sure they have received all materials.
- Apply for on-campus housing, if necessary.

FEBRUARY

- Send your mid-year transcripts to the schools to which you have applied.

APRIL

- Compare all financial aid award packages you receive from different colleges.
- Make a final decision and send in your enrollment/housing deposit to reserve your space
- Notify the schools that you will not be attending.

MAY

- Send in your enrollment deposit by May 1, the National Candidates Reply Deadline
- Accept financial aid package at your college of choice
- Withdraw applications and financial aid packages for colleges at which you are not attending
- Take Advanced Placement (AP) exams if you have participated in AP courses as a senior. Have official scores 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 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.