

# College Planning Checklist

## Senior Year

### September

- Set goals for the school year.
- Set up a calendar system that works for you.
- Register for SAT/ACT exams.
- Meet with your guidance counselor to discuss the college admissions application process.
- Create a professional email account and begin to check it.
- Work on college essay and resume.
- Follow-up with teachers and guidance counselor about letters of recommendation.
- Research and apply for scholarships.
- Visit college campuses and schedule interviews.
- Continue to volunteer and stay involved in extracurricular activities.
- Start collecting financial documents for FAFSA/TAP applications; create an FSA ID.
- Memorize your Social Security Number (you'll need to use it a lot this year).

### October

- File FAFSA/TAP beginning Oct 1<sup>st</sup>.
- Register for SAT/ACT exams.
- Send test scores to colleges you are applying to.
- Finalize your college list.
- Register for an account on commonapp.org.
- Connect Common Application and Naviance by signing FERPA Waiver (under "colleges I'm applying to" in Naviance).
- Start working on your supplements in Common Application (if applicable).
- Continue working on your college essay and resume.
- Be aware of and talk to your guidance counselor about Early Action /Early Decision Deadlines.
- Start CSS Profile (if applicable) [css.collegeboard.org](http://css.collegeboard.org).
- Visit colleges/schedule interviews.

### November

- Register for SAT/ACT exams.
- Be aware of college application deadlines. Don't wait until the last minute to submit your applications.
- Follow-up with teachers and guidance counselor about letters of recommendation.
- Complete college essay and resume.
- Sign FERPA waiver in Naviance using Common Application email if you have not already done so.
- Submit FAFSA/TAP applications.
- If you submitted applications, follow-up with colleges to see that all your materials were received.
- Complete your CSS Profile (if applicable).
- Visit colleges/schedule interviews.
- Make sure all colleges you've applied to are listed in your Naviance account.

### December

- Submit all applications by Dec 1<sup>st</sup>.
- Submit FAFSA/TAP applications if you have not already done so.
- Research and apply for scholarships.
- Contact colleges you submitted applications to and check your application status.
- Follow-up with your CSS profile (if applicable).

### January

- Follow-up with colleges to ensure that all application materials were received (including financial aid documents).
- Check email (and spam folders) frequently – colleges may be trying to contact you.
- Apply for scholarships.

### February

- Continue applying for scholarships.
- Follow-up with colleges to ensure that all application materials were received (including financial aid documents)
- Check email.
- Avoid "senioritis" by continuing to work hard and earning good grades.

### March – April

- Follow-up with colleges to ensure that all supporting documentation has been received \*\*especially financial aid documents.\*\*
- Review and finalize financial aid packages with your guidance counselor.
- Continue applying for scholarships.
- Check email.
- Attend accepted student days; visit the college(s) that you've been accepted to.

### May – June – Summer

- Take placement exams (if applicable).
- Inform guidance counselor about all college acceptances and final college choice.
- National College Decision Deadline – May 1<sup>st</sup> (Submit deposit).
- Review financial aid letters and complete all loan entry steps.
- Write thank you notes to those that helped you with the college application process.
- Complete Senior Survey.
- Set up accounts for your college.
- Register for classes.
- Order books.