

# COLLEGE CHECKLIST BY SEMESTER

## FALL

- ❑ **Narrow your list of colleges to between three to five.** Meet with a counselor about your college choices and, if you haven't done so yet, add colleges to your Family Connection (Naviance) account. [Plan to visit](#) as many of these colleges as possible.
- ❑ **Create a master list or calendar that includes:**
  - ❑ Tests you'll take and their fees, dates, and registration deadlines
  - ❑ College application due dates
  - ❑ Required financial aid application forms and their deadlines (aid applications may be due before college applications)
  - ❑ Other materials you'll need (recommendations, transcripts, etc.)
  - ❑ Your high school's application processing deadlines (3 school weeks)
- ❑ [Sign up for the ACT](#) (if you didn't take it as a junior, or if you aren't satisfied with your score, or if you've learned a lot since you first took it.)
- ❑ Review ACT test results and [retest if necessary](#)
- ❑ [Take the SAT®](#) Many seniors retake the SAT in the fall. Additional course work since your last test could help you boost your performance. Plus you already know what to expect on test day.
- ❑ **Be sure** to have your ACT/SAT scores sent to the colleges you're applying to.
- ❑ [Complete the Free Application for Federal Student Aid \(FAFSA\)](#): To apply for most financial aid, you and your parents need to complete the FAFSA. Oct. 1 is the first day you can file the FAFSA.
- ❑ [Complete the CSS/Financial Aid PROFILE®](#): PROFILE is an online application used by certain colleges and scholarship programs to determine eligibility for their aid dollars. Complete with your parents.
- ❑ **Prepare [early decision/early action or rolling admission applications](#)** as soon as possible. Colleges may require test scores and applications between Nov. 1 and Nov. 15 for early decision admission.
- ❑ [Ask a counselor or teacher for recommendations](#) if you need them.
  - ❑ Request these on Family Connection
  - ❑ Ensure your Resume, Student Accomplishment Sheet, and Parent Recommendation Forms are updated.
- ❑ **Write first drafts** and ask teachers and others to read them if you're submitting essays. If you're applying for early decision, finish the essays for that application now.
- ❑ **Complete** at least one college application by October 1.
- ❑ **Ask your school counselor** to send your transcripts to colleges through Family Connection/Naviance. Please allow one school week for processing.
- ❑ **Visit with your school counselor** to make sure you are on track to graduate and fulfill college admission requirements
- ❑ **Keep working hard [all year](#)**; second semester grades can affect scholarship eligibility.

- ❑ **Visit** with admissions counselors who come to your high school (visits are listed on Family Connection/Naviance).
- ❑ **Attend** a college fair
  - ❑ BJCC National College Fair (Sept. 17)
  - ❑ Christian College Fair (Oct. 26)
- ❑ **Avoid** common college application mistakes (see handout on Family Connection/Naviance).
- ❑ **Research** and identify if you qualify for scholarships at each college you have applied to.

## SPRING

- ❑ **Keep active in school.** [If you are waitlisted](#), the college will want to know what you have accomplished between the time you applied and the time you learned of its decision.
- ❑ **Visit your final college before accepting.** You should receive acceptance letters and financial aid offers by mid-April. Notify your counselor of your choice. If you have questions about housing offers, talk to your counselor or call the college.
- ❑ **Inform every college** of your acceptance or rejection of the offer of admission and/or financial aid by May 1. Colleges cannot require your deposit or your commitment to attend before May 1. Talk to your counselor or adviser if you have questions.
- ❑ **Send your deposit** to one college only.
- ❑ **Take any AP® Exams.** Show what you've learned in your AP classes. A successful score could even earn you credit, advanced placement, or both in college.
- ❑ **Waitlisted by a college?** If you intend to enroll if you are accepted, tell the admission director your intent and ask how to strengthen your application. Need financial aid? Ask whether funds will be available if you're accepted.
- ❑ **Work** with the college admissions office to resolve any admission or financial aid problems.
- ❑ **Ask your high school** to send a final transcript to your college through Family Connection/Naviance.
- ❑ **Review your financial aid awards:** Not all financial aid awards are the same, so it's important to choose the aid package that's best for you and your family. Be sure to note what you have to do to continue receiving financial aid from year to year, and how your aid might change in future years.
- ❑ **Watch** the mail for your [Student Aid Report \(SAR\)](#)—it should arrive four weeks after the FAFSA is filed.
- ❑ **Ask** your school counseling office in January to send first semester transcripts to schools where you applied if they are required. In May, they will need to send final transcripts to the college you will attend.
- ❑ **Keep** track of and observe deadlines for sending in all required fees and paperwork.
- ❑ **Continue** to look for scholarship opportunities.
- ❑ **Keep** track of important financial aid and scholarship deadlines.
- ❑ **Sign** and send in a promissory note if you are borrowing money.
- ❑ **Notify** your college about any outside scholarships you received.