

The College Process Checklist

Winter/Spring of Junior Year Checklist:

- ___ Register for SAT/ACT, register early, be aware of deadlines and late registration!
- ___ SAT/ACT prep: Princeton Review, Khan Academy, Castle Learning, Methodize, etc.
- ___ Research! Naviance, Collegedata.com, CollegeBoard.org, US News & World Reports, colleges' websites, and more!
- ___ Create your list of prospective schools - "Colleges I'm Thinking About" in Naviance
- ___ Campus visits, tours, and Open Houses, in-person and virtually (spring of junior year through senior year)
- ___ Attend **College Info Sessions** with College Admissions Reps; attend **College Fairs**; make connections, ask questions!
- ___ Explore careers - Occupational Outlook Handbook, SATSuite.org/whatsnext, Naviance, Google
- ___ **Common Application Set-Up Workshop** will visit every junior class in the spring
- ___ Create Common Application account - Commonapp.org
- ___ Student Autobiography, Parent Feedback, and Activity Resume submitted to counselor by the last day of school
- ___ Request 2 teacher letters of recommendation in-person and via Naviance, spring, before the end of grade 11
- ___ Attend **"Getting Started on your College Essay" evening** and **College Essay Writing Workshop** (school day)
- ___ Submit CSIP Validation Forms/rectify all CSIP by the end of junior year. Ensure CSIP is "S" all years
- ___ Apply for scholarships
- ___ Student Athletes: Register on NCAA Eligibility Center (NCAA.org)

Summer Checklist:

- ___ Work through Common Application sections - use the Common Application whenever possible
- ___ Draft College Essay/Personal Statement
- ___ Attend **College Application Summer Camp** at CHS in **August**
- ___ Attend **College Essay Review Workshop** at CHS in **August**
- ___ Add colleges to Common Application account
- ___ Complete FERPA on Common Application
- ___ Complete Matching Process on Naviance
- ___ After August 1, begin supplemental essays per each school, when applicable
- ___ Verify transcript; verify CSIP all years is Satisfactory "S"
- ___ Apply for scholarships

Fall of Senior Year Checklist:

- ___ Attend **Senior Assembly, Senior Class Meetings** and **Senior College Planning Night** - September
- ___ Track teacher letters of recommendation uploaded to Naviance. Check in with teachers, if needed. Thank your teachers!
- ___ CSIP follow-up, if needed, before sending out official transcript
- ___ Attend visiting colleges' Info Sessions at CHS. Register in Naviance.
- ___ Submit Processing Request Form to Counseling Center **4 weeks or more prior to your colleges' deadlines**
- ___ Complete Applications, Review, and Submit. Be conscious of **DEADLINES!**
- ___ December - Complete FAFSA for financial aid- www.fafsa.ed.gov; **Financial Aid Night - November**
- ___ Retake SAT/ACT, if necessary
- ___ Send official SAT/ACT scores to selected schools, if needed - Collegeboard.org/ACTstudent.org
- ___ Track application materials submitted to each school by your counselor in Naviance - "Application Milestones"
- ___ Apply for scholarships

Fall/Spring of Senior Year Checklist:

- ___ Request Marking Period/Mid-Year grades be sent to colleges, if requested by colleges (Google request form)
- ___ Continue to apply for scholarships
- ___ Evaluate financial aid packages and acceptances
- ___ Attend "Accepted Students Days/Weekends" on campuses or virtually, if/when available
- ___ Notify Counseling Center of admissions decisions and scholarship offers
- ___ Commit by sending tuition deposit to the college you plan to attend by May 1 (Commitment deadlines may vary)
- ___ Complete Senior Survey – indicate college attending and your request for your final transcript