

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 Courses: Princeton Review, Khan Academy, Castle Learning, etc.
- Research! Naviance, Collegedata.com, CollegeBoard.org, US News & World Reports, colleges' websites, and more!
- Create list of prospective schools - "Colleges I'm Thinking About"
- Campus visits, in-person and virtual (spring of junior year through senior year)
- Explore careers - Occupational Outlook Handbook, Naviance, Google!
- Attend Common Application Workshops in the spring
- Create Common Application Account (Commonapp.org - same professional personal email listed in Naviance)
- Student Autobiography, Parent Feedback, Activity Resume completed **by the last day of school!**
- Request 2 teacher letters of recommendation in-person and via Naviance (**spring, before the end of grade 11**)
- Submit CSIP Validation Forms - by the end of junior year
- Apply for Scholarships
- Student Athletes: Register on NCAA Eligibility Center (NCAA.org)

Summer Checklist:

- Create Common Application Account, if you have not already done so!
- Work through Common Application sections - Common Application whenever possible
- Begin drafting College Essay
- Attend **College Application Summer Camp** at CHS in **August** (Dates to follow)
- Attend **College Essay Writing Workshop** at CHS in **August** (Date to follow)
- Add colleges to Common Application account
- Complete FERPA on Common Application
- Complete Matching Process on Naviance
- Verify transcript; Verify CSIP all years is Satisfactory "S" or Waived "W"
- Apply for Scholarships

Fall of Senior Year Checklist:

- Attend Senior Meetings – September
- Confirm with teachers that they plan to upload a letter of recommendation on your behalf
- Complete Applications, Review, and Submit >> Be conscious of **DEADLINES!**
- Complete Processing Request Form (Google Form or Triplicate Form)
- October 1 - Complete FAFSA for Financial Aid- www.fafsa.ed.gov (Financial Aid Night-September)
- Retake SAT/ACT, if necessary
- Send SAT/ACT/Subject Test scores to selected schools (Collegeboard.org/ACTstudent.org)
- Track teacher letters of recommendation uploaded on Naviance. Send "Thank You" letter to teachers!
- CSIP follow-up, if needed, before sending out Official Transcript
- Apply for Scholarships

Fall/Spring of Senior Year Checklist:

- Request Marking Period/Mid-Year grades be sent to colleges, if requested by colleges (electronic request form)
- Complete FAFSA for Financial Aid, if you have not already done so - www.fafsa.ed.gov
- Continue to apply for Scholarships
- Attend "Accepted Students Day/Weekend" on campuses or virtually (if/when available)
- Submit copies of admissions decisions and scholarship offers to the Counseling Center
- Send tuition deposit to the college you plan to attend by May 1 (Deadlines may vary)
- Complete Senior Survey – indicate college attending and your request for your Final Transcript