

# College Planning Timeline and Application Process

This calendar is designed to help students begin to answer a few questions about planning for the college process.

## Senior Year

### **September-October**

- Continue to refine your list of college choices.
- Make an appointment with your college counselor to discuss applications and strategy.
- Meet with college admissions representatives. Research schools prior to meeting and ask questions and collect materials.
- Register for SAT, ACT and SAT II subject tests if additional testing is indicated.
- Choose teachers who know you well to write your letters of recommendations.
- Use school breaks to make college trips.

### **November-December**

- Apply for an early decision or meet other application deadlines.
- Send standardized test scores to all colleges to which you are applying.
- Schedule appointments as necessary to review college list and applications.
- Continue to refine college list.

### **January-April**

- Senior year grades are important! First semester grades are requested by many colleges where you will apply.
- Inform your counselor if a college notifies you of a decision or a request for additional Materials.
- Fill out and submit financial aid forms as soon as possible after Jan. 1<sup>st</sup> (ex. FAFSA).
- If you decide to NOT attend a college that accepts you, please notify admissions so they can offer admissions to someone else.
- By April 15<sup>th</sup> most admissions decisions have been made. Use the next two weeks to make a final decision for the May 1<sup>st</sup> deadline.

- Notify in writing all colleges that admitted you as to whether you will enroll.
- A non-refundable enrollment deposit is due at the college you choose by May 1.
- If a wait-list school accepts you, send it a deposit and withdraw immediately from the school where you first deposited. Please be aware of penalty clauses.
- Provide counselor with a copy of any scholarship or merit-based awards that you are offered by all colleges where you have applied.

### **The Application Process: Step by step**

1. Make appointment with college counseling office and review college/scholarships applications with college counselor before you submit applications on-line.
2. Print and copy completed application and successful on-line application submission receipt, one for student's files and one for college counselor.
3. Submit Transcript Release form to college counseling office, complete with college application deadline and college admissions address.
4. Send Standardized test scores.
5. Research and apply for specific college scholarships; note submission deadlines.
6. Provide college counselor with copies of correspondence from colleges regarding the status of applications in order for counselor to follow up on student application status.
7. Follow student application status on college web-sites.