

*Seniors

September

- **Turn in signed transcript authorization form to the Counseling Services Department.** Transcripts cannot be released without this form.
- **Complete Common App and individual college applications.** Check all applications carefully for mistakes and to make sure they are complete.
- **Meet with college admissions reps at SBA.** College visit schedule is on Naviance under “colleges.” This is a great way to get information about your colleges of interest and to meet and make a good impression on the admissions reps who may be deciding on your entrance into their schools. Please check with your teachers before scheduling your visits to make sure they approve the absence. You are responsible for making up any work you miss.
- **Take college tours.** Seniors are allowed two excused absences for college tour visits. Consider overnight visits and scheduling an interview to make the most of your visit.
- **Meet with your counselor.** It is important to review college choices, deadlines and the application process and ask any questions you may have.
- **Your goal is to narrow your list of college applications to 3-6 balanced and realistic choices.** Each school should be a place where you would fit well academically, socially, and financially. Select application choices with the following considerations:
 - You may have one **reach**-a college that may be a long shot
 - You should have 1 to 2 colleges at which you have an even chance for admission
 - You should have one **safe** school—one where you are certain of admission
 - You should choose one school that is **affordable** or a **state** school on your list
- **Fine-tune your college essay(s).** Have at least two adults proofread for you.
- **Follow-up through Naviance with the teachers you asked to write letters of recommendation for you.** You will share with them the colleges you’re applying to and the deadlines.
- **Student athletes must be registered with the NCAA Eligibility Center to play collegiate sports.** See information through the NCAA link on the counseling services website to learn of academic rule changes for 2017.
- **Check your social media presence and clean up if necessary.** College admissions personnel often check applicants’ social media sites as part of their decision-making process. Make sure they don’t see anything that would negatively impact their decision!
- **Create your FSA ID.** The FAFSA is available for completion on October 1, so setting up your FSA ID now will enable you to complete the application as soon as it opens. See StudentAid.gov/fsaid for more information.

October-December

- **Retake SAT and/or ACT.** You are responsible for making sure scores are directly sent to colleges through the testing agency.
- **Be aware of all application deadlines.** Transcript requests are made through Naviance and must be sent at least two weeks before application deadline. The college application must be filed on Naviance before a transcript request can be electronically retrieved.
- **Update your Naviance account with all current college information.** Please see your counselor if you have any questions.
- **Financial aid tasks:** Begin preparing the CSS profile if required by your colleges; the FAFSA is now available for completion on October 1, a change from last year's January 1 (all links are on Naviance program). Submitting the FAFSA to colleges early will ensure you meet deadlines and are considered for financial aid.
- **Apply for scholarships.** There are links for scholarship websites on Naviance, as well as a list of scholarships that may fit your qualifications.

January-May

- **You are responsible for requesting that first semester grades be sent to colleges of your choosing (through Naviance).**
- **Bring to the College Services Department all letters indicating acceptances, merit scholarships and grants, and invitations to honors programs.** We will make copies for our records.
- **Continue to maintain your academic standing.** Your chosen college will see your final grades. Colleges have the right to withdraw an acceptance if your final transcript is not satisfactory.
- **Inform every college of your acceptance or rejection of the offer of admission and financial aid by May 1.** Colleges cannot require your deposit or commitment to attend before May 1 unless early decision.
- **AP exams are taken in May.**
- **Send in your deposit to one college only by May 1.**