

College Planning Timeline for Seniors

September

- Attend Senior College Night and or Senior Meetings at your high school for a thorough explanation of the application process in terms of how your high school will provide application materials such as official transcripts, school reports and letters of recommendation.
- Ask your school counselor to write letters of recommendation.
- Confirm/ask teacher and other recommender writers.
- Learn & follow your high school's process for recommendations & transcripts – adhere to their deadlines. Processes vary for Naviance, Scoir, etc. Know your school's process!
- Invite your high school counselor to your Common App.
- Sign the Common App FERPA Waiver.
- Invite your teacher and other letter of recommendation writers to your Common App via your school-specific process.
- Engage with college admissions representatives & participate in online college exploration opportunities (tours, open houses, department sessions, etc.).
- Sign up for virtual interviews if available.
- Obtain your FSA ID (both students and parents need their own FSA ID).
- Research which colleges require the CSS/Profile for financial aid.
- Research requirements for merit aid (some colleges require the FAFSA/CSS/Profile for merit consideration).
- Work hard in your courses. Many colleges will request/review 1st semester grades.

October/November

- File the FAFSA/CSS Profile. Track the deadlines for each college and file by the earliest priority deadline date. *[Class of 2025, FAFSA will open in Dec., 2024]*
- Continue to visit/research your potential colleges.
- Continue to meet with college reps via your high school. Also consider attending a college fair.
- Prepare final drafts of your application essay.
- Take advantage of your school's application workshops and college specific application sessions available online.
- Review your Common App in pdf format to check for errors.
- Take the SAT or ACT, if applicable.
- Check all application deadlines and submit your materials on time. Use the College Application Tracker/Magellan Account Application Outline to stay organized.
- Send official or unofficial transcripts, as required. For Nov. 1st deadlines, plan to make requests by Oct. 15th. For Nov. 15th deadlines, plan for Nov. 1st.
- Remind recommenders of early deadlines for applications, if applicable.
- Send official standardized test scores to colleges that require them.
- Complete and submit all EA and ED applications by late October (These deadlines are typically around Nov. 1).
- Be sure to include any required fees with your applications. If you think you might be eligible for a fee waiver, see your counselor.

- Check your email; set up & monitor your college portals. Verify all application materials have been received.
- Make copies of all documents you send through the mail or submit online. Keep organized files, note your application portal usernames and passwords.

December

- Take the SAT or ACT, if applicable.
- Remind recommenders of the deadlines for submitting your college recommendations for regular admission.
- Request transcripts for any regular decision applications. For January 1st deadlines, requests must be made by December 1st.
- Finish and finalize any remaining essays and applications.
- Continue to check your email/monitor your college portals. Verify all application materials have been received.

January/February

- Continue to meet application deadlines.
- Send mid-term reports to colleges that require them.
- Confirm that all of your application materials have been received by each school to which you applied.
- Write thank you notes to the teachers who wrote recommendations on your behalf.

April

- Maintain organized files of all admissions correspondence that you receive.
- Compare college admissions and award offers.
- Make sure that you accept an offer of admission before May 1st, and send in any required deposits and paperwork.
- Don't give in to Senioritis.

May/June

- Take AP exams, if applicable, and request that your scores be sent to the college that you will be attending.
- Send your final transcript to your selected college [often involves filling out your high school's senior checkout form with college choice].
- Determine which college level credits will transfer at your destination college.
- Read the fine print all information sent by the colleges – especially regarding Health Care Coverage – some colleges require students to purchase their health care coverage for an additional fee, unless a waiver is obtained.
- Register for college placement exams (English, math, etc.) if the college you're attending requires them.

July

- Look for information from the college about housing, roommate(s), freshman orientation, course selection, food plans, etc. Respond promptly to all requests from the college.
- Reach out to disability resources center if you'd like to arrange for accommodations.
- Sign legal papers for Health Care Proxy, etc.

- Send vaccination records to university; transfer any prescriptions to a pharmacy in the new location.
- Contact roommate(s).
- Set up a bank account close to or on campus.

Student Athletes

- Check eligibility and request final amateurism **certification beginning April**.
- NCAA Division I and Division II athletes: Submit final transcript with proof of graduation to NCAA.

College Application Tracking Worksheet

Name of College				
Preparing				
Decision Type (ED/EA/Regular/Rolling)				
Application deadline				
Institutional financial aid deadline (FAFSA/CSS Profile)				
# of letters of recommendation required <ul style="list-style-type: none"> • Teacher • Counselor • Other 				
Type of Application (CA? Electronic?)				
Supplemental Materials? List items.				
Tests Required: SAT? ACT?				
Demonstrated Interest Activities. List activities (tour, admission session, live chat, etc.).				
Interview Required?				
Applying				
Requested letters of recommendation				
Requested SAT or ACT scores to be sent				
Requested high school transcript to be sent				
Filled out, signed and submitted application forms				
Filled out signed and sent ED agreement (if applicable)				
Sent supplemental materials, if needed				
Sent application fee or fee waiver				
Scheduled interview(s) (if applicable)				
Set up college portal (if applicable)				
Verified receipt of all materials				
Completed institutional financial aid app.				

Requested 1 st quarter grades or mid-year grades to be sent (if applicable)				
Accepting				
Received admissions notification letter				
Sent official AP scores for credit				
Received financial aid letter (if applicable)				
Requested high school & college (if applicable) transcript(s) to be sent				
Placed deposit at one school and declined admission at others				
Secured housing & meal plan				
Signed up for orientation & course advising				