

# California High School Counseling Office

## Checklist for Four-Year College-Bound Juniors

### Read, Read, and Read

- Read several college guides, objective and subjective, available in the library, Career Center, and bookstores.
- Request and read the publications available from college admission offices on special college programs, majors, housing, financial aid and campus life. Colleges keep records of all student contacts throughout the year.
- Review the college catalogues and other publications available in the career center. Free information available on the website for all colleges.
- [www.californiacolleges.edu](http://www.californiacolleges.edu) is an excellent starting point for every type of college in California.

### Visit, Visit, and Visit

- Visit campuses, preferably overnight in a dorm, during vacation periods and long holiday weekends. Call the colleges to make reservations for tours and information sessions. Use your high school holidays and vacations, starting with Veterans' Day.
- Attend college representative presentations at California High, and as scheduled in the Bay Area. Check the Daily Bulletin and Career Center for dates and times of school visits.
- Attend the many open house programs offered by colleges in Northern California. Call the individual colleges for open house dates or check on the web for dates. Some are listed in the counseling office.
- Attend the East Bay College Fair at St. Mary's College in Moraga, normally end of April.
- Attend College Night in October at one of SRVUSD's high schools.

### General Recommendations:

- Save your best-graded papers. Some private colleges ask for such a paper, instead of, or in addition to the standard application essay.
- If applying to private colleges, line up two or three teachers in the spring to write your letters of recommendations. You will give them your "Student Profile" and teacher recommendation forms at the beginning of your senior year. Be sure to refer to the CHS "Student Profile" for correct forms for your teachers.
- Also in the spring and/or summer, identify possible topics for your UC personal statement and college essays.

### September

- Make sure your junior year courses are meeting college entrance requirements. The UC / State University a-g list is posted on the

“Counseling Services” website. Copies are also available on the UC web ([www.ucop.edu/pathways](http://www.ucop.edu/pathways)) website.

- Make a decision on your official formal name and be consistent with its use on your California High transcript, SAT/ACT test, college applications and financial aid forms.
- Native Speakers – Consider registering for the November SAT Reading and Listening Language Test in Chinese, French, German, Japanese, Korean or Spanish (deadline is September).

### October

- Attend the **College Night** program. Reps from UC, State, Private, Community Colleges, SAT Prep Info, and Financial Aid will be there.
- Take the **PSAT** 8:00 AM in October at CHS. Register in the career center. On a space available basis. Exact change for payment please. Checks made out to California High School. Listen the Daily bulletin and read your emails for dates.

### November

- **UC**—Juniors can take the SAT Subject Tests at any time. Understand tyou need to take two (2) Subject Tests. Some private colleges require 3 SAT Subject Tests. We recommend that you take the tests in May or June. The Cal State schools do not require SAT Subject Tests.
- Performing and Visual Artists – Consider attending the Performing and Visual Arts College Fair, Oakland Marriott City Center, Monday, November TBA, 7:00 – 9:00 PM.

### December

- Pick up your PSAT scores at lunchtime in the career center.

### January

- If you believe you did poorly on the PSAT, consider registering for the April ACT (an alternative to the SAT Reasoning Test). The deadline for registration is in March.
- Consider registering for the April SAT Reasoning Test. Some **AP** students take the SAT Reasoning Test in April because they plan to take their SAT Subject Tests in May **and** June.

### February

- **ALL** – Register for the April ACT (deadline March). You will need to take the additional Writing section for the UC’s
- **UC,STATE** – Register for the May SAT Reasoning Test (deadline April), and the June SAT Subject Tests, UC’s only (deadline April) .
- In reviewing for these tests, start with the publications by the test makers available in the career/counseling office. Utilize the commercially prepared paperback practice books available in local bookstores. Internet sites for

SAT and ACT are excellent. See site for “College/Career Planning” for websites.

- If English is not your native language and you did not attend the 9th through 11<sup>th</sup> grades in the US, then you need to register for and take the April TOEFL (Test of English as a Foreign Language). The deadline is in March. Most colleges (**including community colleges**) require a minimum score on the TOEFL for ESL students. Some colleges only require one year of attendance in a U.S. high school. Check with your specific college for requirements.

### March

- Sign up for your senior courses to include at least five (5) academic classes, (UC’s recommend minimum 5 a-g’s) including the following: Government/ Economics, English, math, laboratory science, and a foreign language. Include Honors and AP courses as appropriate. (Balance with good grades, activities, recreation, as well as your physical and mental health.)
- Apply for summer programs at community, public and private colleges, and other agencies or institutions.
- **AP** – Register for (an) Advanced Placement Examination(s).
- **UC** – Register for the June SAT Subject Tests (deadline is April).

### April

- **ALL** - Take the April ACT (see number 1 under January)
- For Military Academy applications, write to your congressional representative for nominations.
- If recommended or required, ELD students take the TOEFL or ELPT. (deadline March)
- Attend the East Bay College Fair to be held at St. Mary’s College, Moraga, Saturday,(end of April), from 1:00 – 4:30pm.You can take a special Eastbay College Connection Bus from the Orinda BART Station at no charge. Shuttle buses are available all day (free)
- Attend the Alameda County College Fair at Cal State Hayward in April.

### May

- Take the May SAT Reasoning Test. (deadline April)
- **AP** – Take (an) Advanced Placement Examination(s) as appropriate.
- **AP** – Take SAT Subject Tests in May that best match your AP Courses.
- **UC** – If not an AP student taking SAT Subject Tests in May, take the May SAT Reasoning Test

### June

- **UC** – Take two or three June SAT Subject Tests (deadline April). Take two or three tests in subjects corresponding to courses you are currently completing, such as Biology, AP Biology, Chemistry, AP Chemistry,

Physics AP Physics, US History, Spanish 3+, and French 3+, Math II, English Literature.

- **AP-** Take up to three SAT Subjects Tests in June, as appropriate.

### **Summer**

- If you are not satisfied with your SAT Reasoning Test, ACT or SAT Subject Test scores and plan to retake them in the fall of your senior year, consider a summer preparation course (The best time to take such a course.) Names and addresses of such courses are available on a bulletin board in the career center. The web has excellent Test Prep sites. (Refer to “College/Career Planning” site on CHS website).
- Continue to visit campuses, visit classes, and if available request interviews.
- Request admission applications from private and out of state schools.
- Request and review publication from public and private colleges, regarding special college programs, majors, campus life, graduate follow-up studies, housing and financial aid, etc.
- Complete and make copies of your **Student Profile**. Profile forms are available on the CHS website under “Counseling” and “Seniors”. **Refer to College Check Off Sheet for necessary information and organization of the college application process.**
- In your college search make sure you do an adequate self-assessment, which you can match with the information you collect on colleges.

### **GOAL**

**By September of your Senior year, you should have completed:**

- **at least one round of testing (SAT and/or ACT)**
- **have a preliminary list of colleges to which you are going to apply**
- **a draft of your college essays/personal statement**
- **your school & personal profiles completed**
- **pencil copies of any private college applications.**

**(Note: many private college applications can be downloaded from the Internet; the Common Application is available to download) The Personal Student Profile and College Check Off Sheet is downloadable on the CHS Website under “Counseling”.**