

California High School Counseling Office

Checklist for Four-Year & Two-Year CollegeBound Seniors

GOAL

By September you should have completed at least one round of testing, 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.

(Note: Many college applications can be downloaded from the Internet; the Common Application is available to download). The Student Profile and College Check Off Sheet is downloadable on the CHS Website under "Counseling Services".

The following checklist is for college-bound seniors as appropriate.

September/October

- Register for October SAT and/or, if required, the November SAT Subject Tests. December is the last test date accepted by UC's and most private schools. October is the last SAT Reasoning Test or ACT test date to be accepted by impacted CSU's.
- Request the College Board to send your SAT Reasoning Test (or ACT) and SAT Subject Tests Scores to the colleges of your choice. This should be done when you register, and will cost extra after the tests are taken. Please take advantage of the four free score reports at the time of registration.
- If English is not your native language, and you did not attend the 9th through 11th grades in the United States, it is necessary for you to register for the TOEFL (Test of English as a Foreign Language). Most colleges, **including community colleges**, require the TOEFL of **ESL** students. Check with the specific college you are applying to.
- Continue to edit your UC essays and rough draft of private school essays. Your essays are very important!
- Access, online, UC, and CSU admission/scholarship applications in October.
- Go online to request admission applications from private schools. A few are due as early as December. Early action/decision applications are due much sooner. (i.e. Stanford Early Action – Nov. 1st, Regular Decision – Dec. 15th).
- Request and review college online publications regarding majors, special programs, campus life, graduate follow-up studies, housing and financial aid.
- Attend college representative meetings scheduled by the Career Center. Listen to the bulletin and check your e-mail for dates and times.
- Check your e-mail, your parent's employers, as well as your parent's professional trade, religious and fraternal organizations for available

scholarships. The Internet has many excellent websites available for free scholarship information. Read your e-mails regarding possible scholarships.

- Prepare and make copies of your **Student Profile** (including your activities, awards, recognitions, work experience, volunteer work, etc.) for teacher recommendations, as needed for scholarship and private school admission.
- **Note: Completed Student Profile is DUE no later than the end of October to your counselor – read directions on Student Profile!**
- Talk to your counselor, parents, relatives, alumni, as well as students attending the colleges of your interest for input.
- Visit campuses, as time permits, preferably overnight in a dorm and attend some school events.
- Attend open house, tours, and information sessions/programs offered by colleges.
- Attend **College Night** in October.
- Prepare, copy and send The College Board CSS/Financial Aid form as required by specific schools.
- Please note that CSU's are now accepting applications during October – priority is extended through November.

November

- Review the September/October checklist for items that will continue into November, especially items on college entrance exams.
- Prepare your UC and CSU applications and **make copies for your files. Electronically** send applications **Nov. 1 – Nov. 30**. CSU's now accept applications in October.
- Mail, or electronically submit, your private school admissions applications in November or early December. A few are due in December, most by January 1 and some in February. Early action/decision applications are due much sooner – usually November 1.
- You must request that 6th & 7th semester transcripts be sent to private schools. Transcript applications are available in the counseling office.
- Request financial aid applications from college financial aid offices. (May be part of the admissions packet.)
- Check with the colleges you applied to about early application for housing. (May be part of the admissions packets.) Be aware of application due date. – Reminder “don't miss due dates!”
- Consider campus visits during the November holidays.
- Continue to attend college and university representative meetings at California High and in the Bay Area. Check college websites.

December / January

- Review the September/October and November checklist for items that will continue.
- Obtain and mail the scholarship applications available from college or university financial aid offices. (This may be part of your admission packets.)

- Obtain and mail all Educational Opportunity Program (EOP) applications for CSU's, as applicable.
- Continue campus visits during holidays.
- Attend the **Financial Aid Workshop** during the evening at California High (TBA in December/January.)
- **File your Free Application for Federal Student Aid (FAFSA) form as soon as possible after January 1, but no later than March 2nd. Early applicants stand a better chance of receiving financial aid. However, a postmark before January 1 will VOID your application. The FAFSA is required for Federal grants and loans, Cal grants and campus based financial aid programs. Submitting a FAFSA is the only way to find out if you're eligible for federal financial aid. Don't forget about the CSS Profile for many private schools.**
- **IT IS STRONGLY RECOMMENDED THAT ALL SENIORS SUBMIT THESE FINANCIAL AID FORMS, INCLUDING THOSE SENIORS PLANNING TO ATTEND A COMMUNITY COLLEGE OR TRADE SCHOOL.**

February

- All ELL students planning on attending a community college need to register this month. The registration process for ELD students to attend a community college has early date requirements and is time consuming.

March

- Representatives from the Diablo Valley College and Las Positas will meet with Cal High seniors this spring.

April

- Most four-year colleges/universities will inform you if you have been accepted, or not accepted, no later than April 15. Many schools will notify you much sooner. April 1 DEADLINE to apply to EOP at state colleges. Submit supplementary forms.

May

- **May 1st is the official reply date for private colleges, UC's and CSU's.** By May 1st, you need to inform all four-year schools to which you were accepted, whether or not you will attend. A deposit will need to be sent to the school, which you will attend. Finalize financial aid, and make housing arrangements. Your final high school transcript will be sent to the college you will be attending by completing a transcript request form in the counseling office.

At ALL TIMES carefully read all correspondence from colleges: KNOW YOUR DEADLINES!!! Take off all spam blockers so you don't miss any information.