

College Planning Checklist: 4-Year Colleges

11th Grade: Spring Semester

- Study for the SAT and/or ACT
- Take the SAT and/or ACT
- Begin researching 4-year colleges that match your needs/wants
- Make a list of 5-6 colleges that you will apply to
 - 1 reach school
 - 2-3 target schools
 - 1-2 likely schools

Summer before 12th Grade

- Visit colleges of interest if possible
- Search & begin applying for private scholarships
 - Use Web sites like www.fastweb.com and www.schoolsoup.com
- Take or retake the SAT, ACT and/or SAT Subject Tests
- Begin writing your college essay
- Create an activities sheet for your college applications
- If you plan to play Division I/II sports in college, complete the NCAA application
 - Visit www.ncaaclearinghouse.org

12th Grade

- Make sure you are registered for the courses you need for graduation
- Take or re-take the SAT, ACT, and/or SAT Subject Tests if necessary
- Meet with college representatives if they visit your school
- Finish your college essay & have 2-3 people proofread it
- Obtain applications and apply to colleges
- Order official transcripts to be sent to colleges
- Submit ACT, SAT and/or SAT Subject Test scores to be sent to colleges
 - Request recommendation letters from two teachers and your school counselor (if these recommendations are required by the college)
- Request recommendations at least 2 weeks before they are due to the college (not including holidays when school is not in session)
- Attend a financial aid workshop in the fall
- Complete the FAFSA as soon after Jan. 1 as possible (no later than Feb. 15)
 - Go to www.fafsa.ed.gov for the application
- Submit a mid-year report and transcript in January if required by the college
- Continue searching and applying for private scholarships
 - Search online and check the Scholarship Newsletter
- Maintain good grades.
- Submit a deposit to the college of your choice by the college deadline
- Submit a final official transcript to your college in May