

Albany High School Counseling Office

Checklist for Four-Year & Two-Year College-Bound Seniors



G O A L

By September of your senior year we advise you to 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, and pencil copies of any private college applications. (Note: many 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 AHS Website under "Counseling Office"

September / October

1. If not taken previously, register for October SAT Reasoning and/or, if required, the November SAT Subject Tests. The deadline for the October SAT Reasoning is early September and for the November SAT and SAT Subject Tests, the deadline is early October.
2. December is the last test date accepted by UC's and most private schools. October is the last SAT Reasoning or ACT test date to be accepted by impacted CSU's.
3. Request the College Board to send your SAT Reasoning (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.
4. If English is not your native language, and you did not attend the 9th through 11th grades in the US, 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 ELD students! Check with the specific college you are applying to. Go to www.ets.org/toefl/bulletinreg
5. Check the UC/State University A-G Course List and compare with your transcript. The list is available online on the AHS Counseling website.
6. Continue to edit your UC essay and rough draft of private school essays. Ask your English teacher and parents to review. (The College Board on the Internet will review your essay for a fee). Your essay is very important!
7. Obtain UC and State University admission/scholarship information in Sept/Oct at the college application lunchtime assemblies for CSUs and UCs in early October in the Little Theater. In mid-October, Counselors will start lunchtime assistance (Tues/Thurs) two times a week in the counseling office and offer 1-on-1 support for college applications after school Mondays in room 310. This will continue through November 30th.
8. Request admission applications from private schools. A few are due as early as December. Early action/decision applications are due much sooner. (common deadlines: Early Action – Nov. 1st, Regular Decision – Jan. 1st)
9. From colleges, review websites and request publications regarding majors, special programs, campus life, graduate follow-up studies, housing and financial aid.
10. Attend college representative meetings scheduled by the counseling office and in the Bay Area. Dates posted in on website, sign up in Counseling Office.
11. Check the AHS Counseling website, 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.
12. Read college guides, both objective and subjective, available in the library, career center and local bookstores – Barnes and Noble, Internet access, etc.
13. Prepare (type), and make copies of your Personal Profile (including your activities, awards, recognitions, work experience, volunteer work, etc.) for teacher recommendations, as needed for scholarship and private school admission. Obtain an AHS Profile from the counseling website. Parent involvement is important – page 2 profile directions.
14. Note: Check deadlines for submitting completed Personal Profile to your counselor – read directions on Student Profile! Packet must be complete to sign up for counselor interviews for secondary school reports/recommendations.
15. Talk to your counselor, parents, relatives, alumni, as well as students attending the colleges of your interest for input.
16. Visit campuses, as time permits, preferably overnight in a dorm and attend some school events.
17. Attend open house programs offered by colleges, especially in Northern California
18. Attend the College Night Program - check dates on school website
19. Attend the Financial Aid Night Program - check dates on school website
20. Prepare, copy and send The College Board CSS/Financial Aid form PROFILE as required by specific schools.
21. Please note that CSU's are now accepting applications October 1st – priority is extended thru Nov. applications.
22. NCAA website for college athletics is www.NCAAstudent.org

November

1. Review the September/October checklist for items that will continue into November, especially items on college entrance exams.
2. Prepare your UC and State University applications and make copies for your files. Electronically send applications between **Nov. 1 – Nov. 30**. CSU's now accept applications in October. UC Info: www.universityofcalifornia.edu/apply, CSU info: www.CSUMentor.edu. Note that CSU's and UC's will only accept electronic applications.

3. Register on Naviance Family Connection to add colleges to your list and process 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.
4. Counselors will automatically send 6th & 7th semester transcripts to private schools.
5. Request financial aid applications from college financial aid offices. (May be part of the admissions packet.)
6. 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!!!!
7. Check for early application dates for impacted programs at community colleges.
8. Consider campus visits during the November holidays.
9. Continue to attend college and university representative meetings at Albany High and in the Bay Area. Check school websites.
10. For regular admissions, make all your requests for teacher and counselor recommendation letters by the posted deadline. At that time give each of them a copy of your typed Personal Profile. Send follow-up thank you notes.
11. Excellent resources available on the Internet. Examples: Collegeboard.com, College View, CollegeXpress. The Princeton Review. Information available in the Counseling Office. Check with the computer teachers and library for availability. An excellent site for all California schools is Californiacolleges.edu

December / January

1. Review the September/October and November checklist for items that will continue.
2. Mail or send your private school admission applications. Most are due by, or soon after January 1. (Note: make copies of App’s)
3. Mail your housing applications as directed by your colleges or universities. Watch deadlines carefully.
4. Obtain and mail the scholarship applications available from college or university financial aid offices. (This may be part of your admission packets.)
5. Obtain and mail all Educational Opportunity Program (EOP) applications for State Universities, as applicable.
6. Check for early application dates to impacted programs at community colleges & State Universities as applicable.
7. Reminder to submit addressed stamped envelopes for Private College admissions information or Common App.
8. Continue campus visits during holidays.
9. Continue to attend college or university representative meetings on and off campus.
10. Attend the Financial Aid Walkthrough Workshop or Cash for College Workshop during the evening at Albany High (TBA in late January.)
11. File your Free Application for Federal Student Aid (FAFSA) financial aid 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, submitting before Jan 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. AHS Counseling Office covers Cal Grant GPA forms.

IT IS STRONGLY RECOMMENDED THAT ALL SENIORS SUBMIT THESE FINANCIAL AID FORMS, INCLUDING THOSE SENIORS PLANNING TO ATTEND A COMMUNITY COLLEGE OR TRADE SCHOOL, AND THOSE SENIORS WHO MIGHT NOT ATTEND COLLEGE IMMEDIATELY.

February

All ELD 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

The community college assembly (Wednesday, March TBA), community college field trips and registration will be helpful for **ALL Seniors** who do not plan on attending a four-year college. Sign up for placement test dates early as they fill up quickly.

April

All four-year colleges/ universities will inform you if you have been accepted, or not accepted, no later than April 15. Most 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, UCs and State Colleges. 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 the Senior Questionnaire in May indicating your choice of college.

At ALL TIMES carefully read all correspondence from colleges: KNOW YOUR DEADLINES!!!