**COLLEGE PLANNING CHECKLIST**

**Prior to applying:**

**In September, counselors will meet with seniors in their English classes but we also encourage you to make an appointment for a conversation with your counselor to discuss your future plans.**

* Can you access your Naviance account? We will be using the Naviance program for the college application process.
* Where you are in the process?
* Colleges under consideration (Did you update your list of “colleges I am thinking about” on Naviance? Do you have a good balance of reach, target, and likely schools? )
* Your plans for testing (SAT, Subject Tests, ACT)
* Set your “general time frame” for accomplishing what you have to do
* Attend college open houses – most colleges have open houses and we strongly encourage them. Check them out on line and develop a list that you would like to attend.
* Have Wamogo graduation requirements been met?
* Attend Workshop Wednesday’s in the guidance office
* Complete your high school resume
* Attend College Planning Night on Thursday, October 9th

**If you are considering Early Decision/Action or schools with Rolling admission please make an appointment to see your counselor ASAP.**

Get started on the following steps, including:

* Register for and take the SAT, SAT Subject Tests and/or ACT if you need to do so, and **request** that your official test scores be sent to all colleges by contacting [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org). WE DO NOT SEND OUT TEST SCORES. It must be done by the parent or student through the above-mentioned websites.
* Update your resume and submit to your counselor. After approval it will be uploaded to Naviance. This is needed to assist teachers in writing your letters of recommendation and needed when applying for scholarships. Samples are available on Naviance or in the guidance office.
* Revise and refine your list of colleges. Continue to update your colleges in Naviance.
* Compose rough drafts of your college essays AND personal statements for applications. Have a teacher proofread them or seek assistance from another qualified individual.
* Follow up with the teachers who are writing your letters of recommendation or request letters of recommendation if you have not done so already. Be sure to provide your resume and a due date you will need your recommendation uploaded to Naviance. It is also encouraged that you personally meet with them and go over highlights and your goals. This will provide a more accurate and informative LOR.
* If the colleges you are applying to accept the Common Application create an account on [www.commonapp.org](http://www.commonapp.org). Most colleges have no preference what application is completed.
	+ ***Please Note: You must enter in the Wamogo High School CEEB code of “070360” into the common application in order for us to be able to send your transcript electronically.***
* Complete the “Important Privacy Notice For Common Application (FERPA)” found under “colleges I’m applying to” in **Naviance**.
* Complete the Common App username and password found under “colleges I’m applying to” in **Naviance**.
* Begin to fill out applications
* If you will be applying for financial aid, plan to attend the College Funding Night on October 30th
* Contact your colleges’ financial aid offices to determine which financial aid forms are required and the deadlines. Is the CSS Profile required?
* Check Naviance for information on scholarships as we will periodically throughout the year receive new scholarship opportunities.

***Note: These “prior to applying” steps set a framework for guiding you through the process of completing college applications. Of course, you may see your counselor as often as you need to discuss your plans or have your questions answered. For quick questions, you may also email your counselor.***

**Completing Applications:**

1. All college applications are completed online. It is your responsibility to procure all applications. Fill out all sections carefully and use your high school resume to transfer the information to the actual college application.
2. Check to see if the application has any “supplements” or extra parts to locate and complete. (This is especially important if you are using the “Common Application.”)
3. Check to see if there are additional forms for you or others to complete (examples: teacher recommendation forms, mid-year report form, etc.) **Note**: you must complete the top section of such forms prior to giving it to your teacher or counselor.
4. Send your official SAT scores to the colleges you are applying if you have not already done so. It is your responsibility to send these scores.
5. When you are ready (or almost ready!) to click **SEND** or **SUBMIT,** please let your counselor know so we can send our supporting documents out as well.

**Processing your Applications:**

1. Prior to submitting any applications, double-check that you have filled out the application completely and correctly. (

2. Your responsibilities include submitting the following:

* Application
* Application fee
* SAT test scores (you **must request** the testing company (College Board or ACT) to send your official testing record to your colleges)
* Essay and high school resume (if not part of the online application, a paper copy must be sent)
* Request First quarter grades if necessary: We do not send 1st quarter grades unless requested by the student or the college. If you need them sent, please verify the grades are correct and inform your counselor or Mrs. Hart in the Guidance office so that they can be sent.

3. Your counselor will send **electronically to the college if possible**):

* Your official transcript
* Counselor recommendation
* Wamogo School Profile & Secondary School Report if needed
* Letters of recommendation uploaded to Naviance by your teacher
* 1st quarter grades **as requested**

**REMINDER**: YOU ARE RESPONSIBLE FOR MEETING ALL DEADLINES!

**After you have applied:**

* If you receive a request for missing information from a college please follow these steps: stop in and talk to your counselor. If materials have been submitted, call the college to verify them. If materials have not been sent, check in with your counselor. There are overlaps and the admissions office has much going on. Sometimes it takes time to “connect” all the pieces of your application.
* Be sure to meet all financial aid deadlines and requirements. Complete everything as early as possible (e.g. FAFSA before February 1, because colleges can run out of money). (go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov))
* THANK YOU’s are classy! Be sure to **personally** thank any teacher who took the time to write a recommendation for you or helped you with your essay or with any part of this process (a card or note is appropriate). Teachers also like to be informed of where you have been accepted.
* KEEP YOUR GRADES UP! This is very important; if your grades slip seriously, you could risk a college taking back a letter of acceptance.
* Inform your counselor of all decisions from colleges.
* Continue to watch for other important college information such as registration, housing and orientation materials.
* Once you have made your final college decision, mail any required deposits by the deadline. This is especially important for housing.
* You must also notify the other colleges you will NOT be attending.

Note: Even though you are DONE with applications, your counselor is still available to you for help as you continue with senior year. If you need any assistance as senior year progresses, please come to see us! We have enjoyed working with you and wish you the best in all future endeavors.