College Planning Timeline & Calendar:

	FRESHMAN YEAR
1st Quarter	• Set goals and create a plan for achieving them (curriculum, etc.) • Work on time management and study habits • Try out a few clubs and activities and figure out what you like to do • Read often to increase your vocabulary
2nd Quarter	• Plan your sophomore schedule carefully • Plan your summer activities • Get to know your school counselor
3rd & 4th Quarter	• Keep track of your accomplishments • Assess your progress against your goals – what adjustments do you need to make as a 10th grader?

	SOPHOMORE YEAR
September	• Set goals and create a plan to achieve them • Continue to make time management and study skills a priority • Continue to read regularly • Start preliminary research of schools • Get or stay involved in clubs and activities
October **November**	• Take PSAT • Take Pre-ACT • Attend a college fair • Research & begin standardized test prep
January	• Think about your summer plans; many selective programs have early deadlines. Consider a summer job, internship, or other kind of learning experience • If you are ready and interested, plan to visit a few colleges over spring break • Decide if you are taking any SAT Subject Tests; if so, register and begin to prepare • Plan your 11th grade schedule carefully!
March	• Register for summer testing tutor programs
June	• Make sure you are on track for community service/internships

	JUNIOR YEAR
September	• Set goals and create a plan to achieve them- take rigorous courses when possible • Get or stay involved in clubs and activities • Create a tentative standardized testing calendar & plan for the year • Take PSAT • Take PreACT • Attend College Fair • Maintain or improve grades
October	• Assess 1st semester progress against goals; make adjustments as needed • Review PSAT results and confirm standardized testing and preparation plan for the year
November **December**	• Continue to focus on academic performance • Begin college counseling sessions • Students: Complete information and Junior Questionnaire • Parents: Complete College Counseling Parent Input Form • Create first draft of list
January **February** **March**	• Schedule individual student and then student / parent meeting with your assigned college counselor • Begin to plan summer activities • Consider which teachers you will ask for recommendations • Make plans to visit colleges during any February breaks. (Make sure the admissions offices are open!) • Schedule individual student and parent meetings with college counselors if you have not yet done so • Meet with college representatives who visit your school • Plan to take standardized tests • Try to see one large, one small, one urban, and one rural variation • These need not be distant visits unless you are vacationing nearby or are targeting a particular geography or college • Sign up for tours and information sessions by visiting individual college websites for specific information regarding times and procedures for visiting. Often, hotel and other travel information are available on the "visit campus" pages • Unless you are traveling a significant distance or have fully prepared with a college counselor, hold off on interviews for now • Create a folder of college materials collected and received • Plan 12th grade schedule carefully • Meet with college representatives who visit school
April	• ACT administered • Set up regular advising sessions • Finalize your summer activities and plans • Research colleges using College Planner Pro (& Naviance) to view data on past applicants at schools in which you are interested; read Fiske Guide reviews online • Continue to update your college list on CPP as you add or delete schools • Discuss and determine whom you will ask to write your Teacher Recommendations • Meet with college representatives who visit school • ACT administered • Spring Break: College visits are strongly recommended during this break • To allow teachers time over the summer to write for you, ask for recommendations

Month	Tasks
May	• Prepare resume • Take Final Exams • Take AP Exams • Take SAT and SAT Subject Tests • If you plan on playing an NCAA Division 1 or 2 sport, complete the NCAA Student Eligibility process on the NCAA website • Plan for final summer and fall college visits, request interviews where possible • Study for Final Exams
June	• Continue researching targeted colleges and discussing your choices with your family • Narrow college list to eight to ten schools with two to three schools in each category of Reach, Target and Likely. Continue to update Naviance • Begin draft of 500-650 word response to one of the Common Application Essay prompts • Consult a college or guidance counselor for feedback • Review need for additional standardized testing and register for all fall test dates which may include SAT or SAT Subject Tests in September or October; prepare as needed • Work on portfolio, audition or sports highlight reel, if applicable • Do something fun and relaxing!
July - August	• Create or update Common App and Coalition accounts • Research all merit-based and need-based financial aid programs, scholarships, taking careful note of all deadlines • Create a timeline and organizational document that includes all application requirements and deadlines • When available, download and review supplements, drafting responses to Supplemental Essays • Match your Common App & Naviance accounts • Prepare draft essays which may be due at the beginning of school • Prepare any additional materials (projects, etc.)
September	**SENIOR YEAR** • Essay drafts and activity grids should be nearly completed • Focus on academic performance: Senior year grades can often be a critical part of a borderline case decision • Finalize college list • Attend College Night for Seniors and Parents • Work on college applications • Meet with college representatives who visit school • Update schools on Common App & Coalition • Update college list in Naviance • If applying for financial aid, get a FAFSA ID now so that you can file the form as early as possible using tax return information (2 years prior) • Complete transcript request forms for guidance • Look for schools with an October 15th deadline! • Send SAT or ACT scores to colleges with early deadlinesnow! • Submit test scores to ED/EA and Rolling schools • Students are responsible for sending scores in the manner that is recommended by each individual college
October	• Columbus Day: This may be a good time for one last college visit trip • CSS financial aid PROFILE form usually available in mid-October; become familiar with it and all financial aid deadlines • FAFSA becomes available on October 1st; check individual schools for deadlines but you can now file the FAFSA any time after October 1st using 2017 tax return information • Meet with college representatives who visit school • Finalize Common Application, essays, and supplements
November	• ED/EA and Rolling applications should be submitted in advance of the November 1st deadline • Identify possible scholarship opportunities; let college counselors know if you are applying for any scholarships that require support from school complete necessary school forms • ED/EA and Rolling applications should be submitted in advance of the November 1 deadline • Make sure official test reports are sent from ACT and/or SAT before or by the deadlines • Financial Aid Applicants: Begin preparing CSS Profile. The CSS Profile should be submitted by January 1st at the latest • Thanksgiving Break is an ideal time to get organized and complete any final application tasks. • University of California applications due November 30th. SUNY applications should be submitted by December 1st • Submit test scores to ALL colleges at this time • Students are responsible for sending scores in a manner that is recommended by each individual college • Thank all teachers for writing letters of recommendation for you.
November - January	• ED I/EA notification period is typically between December 15th-21st • If you are accepted ED: you must withdraw all applications filed at other institutions as per your ED agreement. • If you are NOT accepted ED: you should already have a Plan B in place • Double check all financial aid requirements and deadlines and be sure to submit everything on time! •January: Financial Aid Forms should be sent ASAP