

College Planning Timeline and Checklist for Seniors

Senior year can be stressful for students. They are ready to leave high school and are filled with lots of emotions moving on to the next step in their futures. They can be nervous, scared, and excited all at the same time. Senior year can also bring about senioritis; this is a time when students begin to feel less motivated, procrastinate, and begin to slack off from doing work.

This comprehensive checklist is a monthly college planning timeline and guide for Senior high school students. It is an easy way to help seniors remain focused and know the next steps and tasks they need to accomplish when applying to and choosing a college.

How To Use the College Planning Timeline for Seniors:

The *College Planning Timeline for Seniors* can be printed as a hard copy or provided in digital form for students.

Dates and Deadlines:

On the far left column is space to add specific dates and deadlines of the task that is due. Each of these boxes are editable to allow you the option to modify each section for your specific school or area deadlines. It will help students organize and prioritize the most important tasks.

Tasks:

In the center column is the specific task you need to complete for this month. Each of these boxes are editable to allow you modify each section for your specific school or area deadlines. There are also additional spaces to add more tasks, if necessary

Completed:

In the far right column is the space to check off the completed tasks and make follow-up notes, if necessary.





September



Dates and Deadlines	Tasks	Completed
	Make an appointment with or check-in with your college advisor or school counselor	
	Make sure your high school schedule and transcript are accurate	
	Make sure you are signed up for volunteer work or community service	
	Register for the achievement test	
	Register for the standardized tests <ul style="list-style-type: none"><input type="checkbox"/> Make sure to check all of the deadlines<input type="checkbox"/> Fee waivers may be available, if you qualify. Check with your college advisor	
	Look into specialized programs for college	
	Look and register for college fairs	
	Begin researching and applying for scholarships	
	Decide if you want to apply for “early action” or “early decision.” Make sure to check the application due dates	



September



Dates and Deadlines	Tasks	Completed
	<p>Reach out to people for recommendation letters. This can include:</p> <ul style="list-style-type: none"><input type="checkbox"/> College advisors<input type="checkbox"/> Counselors<input type="checkbox"/> Teachers - You will need two letters from teachers<input type="checkbox"/> Clergy<input type="checkbox"/> Club leaders<input type="checkbox"/> Employers<input type="checkbox"/> Volunteer supervisors	



October



DATES AND DEADLINES	TASKS	COMPLETED
	Update your Student profile	
	Submit your student profile	
	Look for college fairs in your area	
	Create a database for yourself on of the schools you visited and representatives you spoke to at the college fairs <input type="checkbox"/> You can use the <i>Questions to Ask on College Tours and to College Representatives</i>	
	Research college application deadlines and which schools are rolling admissions	
	Take the standardized test. Make sure to bring your... <input type="checkbox"/> State I.D or Driver's License <input type="checkbox"/> Admission ticket <input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	
	Take the achievement test. Make sure to bring your... <input type="checkbox"/> State I.D or Driver's License <input type="checkbox"/> Admission ticket <input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	



October



DATES AND DEADLINES	TASKS	COMPLETED
	Deadline to Register for the November standardized testing	
	Begin working on your college essays	
	<p>Begin filling out the Common Applications</p> <ul style="list-style-type: none"><input type="checkbox"/> The Common Application<input type="checkbox"/> The Common Black College Application www.commonblackcollegeapp.com/, if you are interested. One application allows you to apply for 50 H.B.C.U.'s with one application fee<input type="checkbox"/> The CUNY Application (for New York City)<input type="checkbox"/> The SUNY Application (for New York State)	
October 31st	Finalize the colleges that you plan to apply to. Narrow down your lists of schools to no more than 12-15. These schools should include: safety schools, mid-ranged schools, and your target school	



NOVEMBER



DATES AND DEADLINES	TASKS	COMPLETED
	Deadline to register for the December standardized test. This is the last exam you can take before applications are due	
	Deadline to register for the December achievement test	
	Create a list for the application deadlines, which can range from December until early March	
	Work on completing drafts of your college essays and personal statement. <input type="checkbox"/> Have a teacher or counselor review your work for suggestions	
November 1 st	Most “Early Action” and “Early Decision” applications are due to schools	
	Speak to your college counselor or advisor if you have questions filling out the applications	
	Your letters of recommendation letters should be completed	
	Check with your Guidance Counselor to see if you qualify for a fee waiver for college applications (New York State) college counselor if you have questions filling out the applications	



NOVEMBER



DATES AND DEADLINES	TASKS	COMPLETED
	<p>Check out the Common Black College Application www.commonblackcollegeapp.com/, if you are interested. One application allows you to apply for 50 H.B.C.U.'s with one application fee</p>	
	<p>Seek out and attend financial aid workshops.</p> <ul style="list-style-type: none"><input type="checkbox"/> If possible ask your parent/ caregiver to attend.<input type="checkbox"/> Forms can be gotten in the guidance office usually December 1st. (Check with your school)	
	<p>Reach out to people for recommendation letters. This can be...</p> <ul style="list-style-type: none"><input type="checkbox"/> College advisors<input type="checkbox"/> Counselors<input type="checkbox"/> Teachers<input type="checkbox"/> Clergy<input type="checkbox"/> Club leaders<input type="checkbox"/> Bosses	
	<p>Attend college fairs and prepare a list of questions</p>	



DECEMBER



DATES AND DEADLINES	TASKS	COMPLETED
December 1	Deadline to apply to CUNY schools if you want a good chance of getting your first choice	
December 1	Deadline to apply to SUNY schools if you want a good chance of getting your first choice and a good financial aid package	
	Check applications for January deadlines	
	Make sure your college counselor or college advisor has your applications to complete class rank and academic history	
	Take the December Standardized Test. Make sure to bring your... <input type="checkbox"/> Check for late registrations <input type="checkbox"/> State I.D or Driver's License <input type="checkbox"/> Admission ticket <input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	
	Take the December Achievement Exam. Make sure to bring your... <input type="checkbox"/> Check for late registrations <input type="checkbox"/> State I.D or Driver's License <input type="checkbox"/> Admission ticket <input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	



DECEMBER



DATES AND DEADLINES	TASKS	COMPLETED
	Deadline to submit all transcript request forms	
	Provide a list of scholarships you are applying for which require your official transcripts. <input type="checkbox"/> Provide them to your college counselor	
	Start to prepare the information you need to complete the Federal Aid forms (Free Application for Federal Student Aid)	
	Attend Financial Aid workshops at your school <input type="checkbox"/> Ask your parents/ guardians to save their year-end payroll stubs to show their earnings for the year <input type="checkbox"/> Some schools might request this information	
	Continue to attend college fairs and take college tours	
	Attend college open houses	
	If you are accepted for “early decision” withdraw applications to your other schools	
	Enjoy your holiday break!	



JANUARY



DATES AND DEADLINES	TASKS	COMPLETED
	January is Financial Aid Awareness Month. Take advantage of special programs in your area	
	You should begin completing the Federal Financial Aid application. <input type="checkbox"/> Make sure you are completing the prior school year	
	Make sure to update application deadlines	
	Make sure all of your applications are complete <input type="checkbox"/> Don't forget to copy and save all applications you send into colleges	
	Take the January Standardized Test <input type="checkbox"/> State I.D or Driver's License <input type="checkbox"/> Admission ticket <input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	
	Follow-up with your school counselor or college advisor to make sure your letters of recommendations and transcripts were sent in	
	Continue to research and apply for scholarships	



JANUARY



DATES AND DEADLINES	TASKS	COMPLETED
	<p>Meet with your school counselor or college advisor. Make sure you are on track to graduate</p> <p><input type="checkbox"/> Which regents exams do you need to take in January and June (New York State)</p>	
	<p>Call colleges and verify that your applications have been submitted and received</p> <p><input type="checkbox"/> Also check that that no other information is needed for your application</p>	
	<p>All males must register for Selective Services upon turning 18 years old or they can not receive Federal Financial Aid</p>	



FEBRUARY



DATES AND DEADLINES	TASKS	COMPLETED
	<p>Register to take the March Standardized Test, if necessary</p> <ul style="list-style-type: none"><input type="checkbox"/> State I.D or Driver's License<input type="checkbox"/> Admission ticket<input type="checkbox"/> ***If you do not bring these items, they will not let you into the exam	
	<p>Review your Federal Aid results. This is called the Student Aid Report (S.A.R.).</p> <ul style="list-style-type: none"><input type="checkbox"/> You will receive this a few days after completing the application<input type="checkbox"/> Review it and send in any necessary changes	
	<p>Continue completing scholarship applications</p>	
	<p>Start checking the mail and e-mail for college decision letters</p>	