

# TIMELINE FOR COLLEGE BOUND SENIORS

## 2017

### September

1. Counselors will start Senior meetings with students (beginning approximately the end of August) to discuss cumulative credits/diploma type, college applications/recommendations ect.
2. Visit college/university websites to gather information. Make arrangements to visit schools while in session.
3. Sign up to take the SAT in October, November, or December or ACT offered in September, October, or December. \*\*\*October test dates are more than likely too late to be considered for Early Decision scholarships with November 1<sup>st</sup> deadlines. Unless schools receive scores from College Board or ACT by Nov. 1, they will not count for merit scholarship consideration.
4. Sign up to take SAT II Subject Tests if required by prospective schools.
5. Start filling out college applications. Colleges prefer students fill out applications online if available. Go to the college/university's website or to commonapp.org if you are applying to a Common App school. Go into Naviance (link available on high school main web page). Select "College" tab, then "Colleges I'm Applying To". Add schools you will be applying to and request transcripts. If you are waitlisted or deferred, you need to let Mrs. Bereda (ext. 2067) in Guidance know to submit your 7<sup>th</sup> semester transcripts.
6. For Letters of Recommendation, please give teachers/counselors a minimum of two weeks notice. That includes counselor required written evaluations for some applications on the Common App. Ask teachers/counselors personally first. Then for teachers, request them through Naviance (This will become available again mid-September. Until then follow the instructions on the email that was sent to you in August). Remind them to use your "Resume" on Naviance to gather additional information about you for the recommendation. Ask teacher to let you know when letter has been uploaded. Make sure you let Mrs. Bereda know when letter had been uploaded so she can submit it electronically to the prospective school.
7. Meet with college representatives visiting Lake Central. Schedule of upcoming visits can be found under "College" tab in Family Connections (Naviance).



## **October**

1. Check Family Connections regarding scholarship opportunities and college representative visits. Follow Guidance Twitter/Instagram account for updated information. Attend Regional College Fairs.
2. Check deadlines on college applications and plan accordingly. **DO NOT WAIT UNTIL THE LAST MINUTE TO REQUEST LETTERS OF RECOMMENDATION OR TRANSCRIPTS!**
3. Remember that for letters of recommendation, please give teachers/counselors a minimum of two weeks notice. That includes written evaluations for the Common App!. Remind them to use your "Resume" on Naviance to gather additional information about you for the recommendation.
4. Early Decision Candidates should complete the college applications by November 1<sup>st</sup> deadline. We are on Fall Break October 27<sup>th</sup> and 28<sup>th</sup> so all transcript requests must be received no later than Wednesday, October 19<sup>th</sup> to ensure delivery in a timely manner. Remember it can take 4-6 weeks for colleges to upload transcripts! Be patient! Mrs. Bereda can provide you a confirmation number that they have been sent.
5. Re-take SAT/ACT if necessary. Remember to send scores to colleges/universities.
6. FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) forms for financial aid will be available. Everyone planning on attending college should have this filled out even if you do not think you will qualify. Some merit scholarships from colleges/universities require that FAFSA is filled out and submitted before scholarship money can/will be dispersed.
7. Cap/Gown/Announcement orders will be available through Herff Jones. Friday, Oct. 7 during Senior Seminar meetings, Thurs, Oct. 20<sup>th</sup> lunchtime until 6pm, Friday, Oct. 21<sup>st</sup> lunchtime, and Saturday, Oct. 22<sup>nd</sup> 9-noon. Order online as well: [www.kingsley-inc.com](http://www.kingsley-inc.com). Any questions, call: 574-583-3420.
8. Yearbook Baby Ads: Must be done by October 26. Go into [www.YearbookOrderCenter.com](http://www.YearbookOrderCenter.com). Log in using school code 3361 and click on "Buy a Yearbook Ad" and build your baby ad.

## **November**

1. Retake SAT/ACT or SAT Subject II tests if required by your prospective colleges.
2. Continue reading Senior Newsletters and checking daily announcements for college representative visits. Follow Guidance Twitter/Instagram for updates.
3. Make sure college applications are filled out online or mailed. It is YOUR responsibility to know the deadlines for your programs/colleges.

## December

1. Retake SAT/ACT or SAT Subject II tests if required by your prospective colleges.
2. Continue reading Senior Newsletters and checking daily announcements for college representative visits. Follow Guidance Twitter/Instagram for updates.
3. Sign up for January SAT II subject tests if necessary.

## January/February/March

1. Complete and submit FAFSA forms. March 10<sup>th</sup> is Indiana deadline! If you complete paper form, please allow extra time for mailing.
2. February 15<sup>th</sup> and March 1<sup>st</sup> are dates that several colleges/universities utilize as the final day that they will accept applications for the upcoming school year.

## March/April/May

1. Finalize college plans, send in housing and other deposits.
2. Officially decline all college acceptance offers from schools which you have decided not to attend.
3. Meet with counselors for senior exit interview. While there, fill out survey about all scholarships offered as well as graduation survey on Naviance. When completing the graduation survey, you will be able to designate one school where your final transcripts will be sent. Those transcripts will be sent no later than June 30, 2017.
4. Research university website for important details. Make sure deposits are sent in to secure spot at college and/or housing.

## June

1. Graduation: June 4<sup>th</sup> at Lake Central

**Congratulations! You have made it through Lake Central and are heading off to college. Best wishes for much success in the next chapter of your life!**



