

Cold Spring Harbor High School

College Admission Process Checklist: Class of 2021

S = for students

P = for parents/guardians

B = for both students and parents/guardians

October 2019

S___ Take the PSAT

November 2019

S___ [Create an account at The College Board so you can register for the SAT](#)

- If you are a student with a disability and you have applied for and been approved for accommodations, you will have an “SSD Number.”
- You will need the SSD number to register with accommodations. The number appears on the authorization letter you received from the College Board that allows you to use accommodations.

S___ [Create an account at ACT so you can register for the ACT](#)

- If you are a student with a disability, please touch base with your school counselor for detailed instructions on how to apply with accommodations.

January 2020

B___ [Use your PSAT report to understand your scores](#)

S___ Participate in the College Planning classroom session.

- If you miss the classroom session make an appointment to meet with your counselor as soon as possible.

P___ Attend the Parent College Planning Meeting on January 10, 2019 at 7:00 pm in the PAC.

P___ Have a candid, clear conversation about college financial and geographical boundaries with your student before the Junior Biography is completed.

B___ Watch the mail for your Junior Biography. Look it over; you must complete and submit it to the Counseling Center to arrange a Family College Planning Appointment. Appointments will begin in March.

S___ Register for at least one SAT and one ACT (preferably two of each) in spring of Junior year – (do not send your scores to colleges at this time)

B___ Be sure your [Naviance](#) account and your parent/guardian Naviance accounts are separate and operational. **Parents should not use the student account and students must supply an email account so that important announcements get to them.**

B___ Decide when you will visit colleges during and begin to structure your calendar

B___ Decide whether both parent and student email and/or IM addresses are appropriate for professional use; same thing for Facebook – fix them if they’re not

March 2020: Planning Kickoff

S___ Complete your Junior Biography and submit it to The Counseling Center

S___ Schedule a Junior Family Conference with your counselor before June

B___ Research colleges that seem to match your academic achievement, academic interests, locations and extracurricular preferences – remember the “Decisions” class session

B___ Begin to familiarize yourself with a few college websites; here’s how:

- visit a college website; any college will be fine for this practice exercise
- Click on Admissions (or undergraduate admission, first-year students, prospective students, freshman admission, etc.)
- search within that tab for majors/minors (or programs of study, academic offerings)
- click on a major of area of study that interests you and read the page; look for course descriptions and read several at the introductory and advanced levels
- drill a little deeper to look for minors within that major, or for special options open to students: internships, research opportunities, etc.
- take note of which courses you are required to take to earn a degree, and whether there is enough academic flexibility to suit you
- **Then** move on to Student Life (or extracurriculars/activities, residential life, athletics, intramurals, etc.)
- go back to the Admissions page and look for three things: admission requirements, freshman/first-year application process, profile of accepted students
- If applicable, visit the pages for Financial Aid and Merit Scholarships; see what the college’s policies, procedures and deadlines are for grants, loans and scholarships – do not wait for fall to investigate financial aid!
- last, go back to the Admissions page and look for the place where you can correspond with admission counselors and ask questions (you will want to “demonstrate interest” to the private colleges on your eventual list)
- check out the Admission page to see if they have a blog you can follow or a mailing list you can join

After your College Meeting

S___ Think about which two teachers you will ask to write letters of recommendation for you. Before you decide:

- Decide who can best provide the best letter for you (it may not be a course in which you earned an A; it might be a course you struggled with and prevailed in at the end!)
- Make an appointment to speak with the two teachers you choose and ask if they would be so kind as to support your college applications by writing a letter.
- Remember your manners; if the teachers agree send them a thank you note (not an email) on nice stationery.

B___ Decide whether you will use the April break to visit colleges and make your plans.

B___ Register with the [NCAA Eligibility Center](#) if you hope to play a sport at the Division I or Division II level. Arrange to have your transcript sent to the Eligibility Center at the end of Junior year.

B ___ read the [Guide for the College-Bound Student Athlete](#). It is a good idea to print this and keep it in your Athletics folder. You will refer to it many times, especially if you are a recruited athlete. The Guide is updated every July.

April 2020

S ___ Your English teacher will likely present information and assign a personal narrative as a practice college essay assignment. If not, or even if s/he does:

S ___ Look at the Common Application essay topics. The essays change from time to time, but these will give you a sense of the kinds of essays that are possible.

B ___ Continue your college research.

May 2020

P ___ Check financial aid websites of the colleges to which you think you will apply.

- Note required forms; they can differ.
- Mark your calendar so that your forms will be sent to each college at least one week before any official deadlines.
- Assemble documentation that will be necessary. The Federal Aid form is called the FAFSA.
- The student must establish an account and then complete the FAFSA in October 2018.

P ___ Some private colleges have their own funds that are available to students. They require the [CSS/Profile](#). Next year's form will be available in summer 2018.

June 2020

B ___ Continue your college research online and by visiting colleges.

S ___ Check with your teacher recommenders to make sure they have the information they need from you to write your letters. (Many write their letters during the summer.)

S ___ Create a resume of all your in- and out-of-school activities since the beginning of grade 9

Senior Year Calendar

July 2020

S ___ Schedule formal appointments with yourself to write and rewrite your personal statement. Your essays need to be ready to go in very early fall.

S ___ Continue demonstrating interest in private colleges on your list by contacting Admissions personnel with questions that arise. Let admissions know if there is some reason you cannot visit, especially if the college is within a 5-hour drive.

B ___ Examine the transcript that will be mailed to your home. You must approve the transcript or return it with any corrections that are necessary. You must also sign the release form that allows us to transmit your transcript to colleges.

August 2020

B___ Create an account on the [Common Application](#).

- Your actual application begins when you create the account, so use capital letters where they should be and use proper punctuation
- Gather the following materials before you begin to complete the application:
 - your Junior Biography
 - your resume
 - your proposed academic schedule for senior year.
- Save frequently or you will lose what you've done.
- Do not enter ACT and/or SAT scores until you have decided which ones you will send to the colleges and until you have decided whether to apply to Test Optional colleges.
- Do not send the application until someone else has reviewed it.

B___ Check the Common Application site to see whether any of your colleges require a supplement; some supplements will not be available until fall.

B___ Check college websites for online or paper applications for non-Common Application schools; some will require online applications for which you have to create an account – again, store these user names and passwords in your phone.

P___ Register for and complete the [CSS/Profile](#) if you will be a financial aid applicant and are applying to private colleges.

S___ Work on final drafts of essays now that you have seen the actual applications.

S___ Prepare a written college application plan to bring to your counselor in September; include: the list of colleges to which you are sure you're applying – arrange them in categories of reach, target and likely

we strongly advise that your list include at least one rolling admission or early action college and apply to it as soon as possible

the list of other colleges still under consideration

the list of colleges you have decided against

the dates of any ACT, SAT and/or Subject Tests you plan to take in the fall

a list of questions you want to ask your counselor

copies of your essay drafts (include the question you are answering or the topic)

September 2020: Application Kickoff

S___ Make an appointment to see your counselor in the second or third week of September.

S___ Bring the written application plan to the meeting.

B___ Read and follow the instructions you will receive about how to request transcripts and counselor letters of recommendation via Naviance (counselors write for every student).

B___ **The first transcript and counselor letter of recommendation request requires 15 school days advance notice; subsequent requests require at least 10 school days notice.**

P___ Students with disabilities who must send IEPs/evaluations to colleges must request them from the Special Education Department.

B___ Scholarship applications that require a transcript and counselor recommendation require 15 school days advance notice.

S___ Follow the procedure you will be given about requesting that faculty send their letters of recommendation

- P___ Attend the Senior Parent meeting at Cold Spring Harbor High School.
- P___ Attend the Financial Aid Parent meeting at Cold Spring Harbor High School
- S___ Ms. Henry and Mr. Miller offer one-on-one essay review (they will publicize in class).
- S___ Consult Naviance for the list of college representatives visiting our school.
- S___ Demonstrate your interest in colleges by using Naviance to register for college representative visits at our school (ongoing through November).
- B___ Consult the home page of Naviance for college representative meetings in the region; read each entry's instructions for registration information (ongoing through November).

October 2020

- S___ Check with your recommenders to insure everything is in place or in process.
- B___ Arrange to send [SAT](#) and/or [ACT](#) scores to colleges that require them.
- B___ Determine what, if anything, you must send to Test Optional Colleges.
- S___ Send your applications at least one week ahead of each college's deadline.
- P___ The [FAFSA](#) (Free Application for Federal Student Aid) becomes available on October 1; complete and submit it as soon as you can (aim for November 15th), but no later than one day before the FAFSA deadline listed on the Financial Aid website of any of your colleges.

November 2020

- S___ Continue to work on and send applications with later deadlines.
- S___ If you decide to drop any courses you must write to colleges who have already received your transcript that explaining why (avoiding this step can be a game-changer, as they will expect to see first and second quarter grades in the courses you told them you were taking when they receive your midyear grades).
- S___ If you are having an academic struggle and expect lower than usual first quarter grades consult your counselor about writing to your colleges to explain the situation and your action plan for improving the situation.
- S___ Early Decision applicants should complete the applications for colleges they will apply to in the event they are denied or deferred in December. The additional applications need not be sent, but they need to be done now rather than in December when you might have received disappointing news.
- S___ Try to get all your applications done by the end of the Thanksgiving weekend.
- S___ Continue to "demonstrate interest" to any private colleges to which you are applying.

December 2020

- B___ December 8, 2019 is the transcript request deadline for any applications due between December 31, 2019 and January 8, 2020.
- S___ Been accepted by the college to which you applied Early Decision? Contact all other colleges either by email or phone to withdraw all other applications.

February 2021

- S___ Continue your college research and academic achievement.

- S**___ Continue demonstrating interest; send any new information to colleges.
- S**___ If any colleges who have accepted you request enrollment deposits before May 1 make sure the money is refundable. If it is not refundable the college is not following standard procedures. Consult your counselor about writing a letter requesting an extension to May 1.
- P**___ The enrollment/matriculation deposit is different from a housing deposit, which is almost always refundable. Some large universities request a very early housing deposit and it is usually wise to pay for the reservation if there is any chance the student will attend that college.

March/April 2021: Decision Time

- B**___ Continue to research/visit any colleges to which you have been admitted; use this time to ask questions and attend “accepted students” programs.
- B**___ Read all correspondence regarding deposits and housing reservations carefully.

May 2021

- B**___ Secure your place at the college of your choice by making the required deposit by May 1, 2020. Submit only one deposit.
- S**___ Tell your counselor which college you have decided to attend.
- B**___ If you have been waitlisted by a college you prefer, you must still deposit at one of the colleges that accepted you by May 1, 2020.
- S**___ If you are admitted to a preferred college after having been waitlisted and you plan to attend, you must notify the first college at which you deposited that you will not be attending. This courtesy allows room for a student who may be waiting to be admitted to that first college.
- S**___ If you are accepted from a wait list and decide to attend that college, you must let your counselor and the Counseling Center Secretary know. If you fail to do notify us the second college will not receive your final transcript.

June 2021

- S**___ Check in with the Counseling Center Secretary to make sure your final transcript is scheduled to be sent to the correct college. We send only one final transcript unless you are admitted from a late wait list.