College Prep Checklist – 12th Grade

To best prepare for college, certain steps and procedures must be accomplished prior to enrollment. This is a chronological checklist designed to help assist in being well-organized and as ready as possible for college. See the College Prep Resources for additional information.

August through October

- Focus on academics! Maintain at least a 3.0 GPA.
- Complete all leadership duties in extra-curricular activities.
- List top 2 choice colleges and top 2 majors. Continue to discuss these colleges and majors with counselor.
- Register with Selective Service if male and at least 18 years old. See College Information: Selective Service.
- Confirm all graduation requirements are met, including one digital learning course. See College Info: SouthArk.
- Register no later than August to take the ACT and/or SAT in October. See Testing: ACT and SAT.
- Create a 2-year calendar, covering the senior year of high school and 1st year of college, noting important dates.
- Make sure resume information is up-to-date. See College Information: Resume Builder.
- Request college recommendation letters from teachers, coaches, and other mentors for college applications.

November through January

- Complete education portfolio of collected documents and personal milestones.
- Most college scholarship deadlines are in November and December. See Financial Aid: Scholarships.
- Send a hand-written thank-you note to every person who wrote a recommendation letter.
- Noting deadline dates, begin completing college applications. Verify all required documentation has been received, including test scores, recommendation letters, and essays. Keep dated copies of all items sent.
- Complete the FAFSA as soon as possible after January. See Financial Aid: FAFSA.

February through June

- Stay up-to-date with all required shots and immunizations; retain a copy of shot records.
- SAT Subject Tests and AP Testing are usually in May/June. See Testing: AP Testing and SAT Subject Tests.
- State test(s) must be passed at the end of grade level to advance to the next grade and/or to graduate.
- Take advantage of any requested college interviews. Schedule them as early as possible.
- Acceptance letters should arrive no later than mid-April. Compare financial aid packages and visit with an advisor at each college prior to making any final decisions.
- Once a college has been decided, notify that college of your commitment. If wait-listed, accept another school’s admission offer while you remain on the waiting list.

www.southark.edu/student-services/college-transition