

College Prep Checklist

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. The attached College Prep Resources provides additional information.

9th Grade August through October

- _____ Focus on academics! Maintain at least a 3.0 GPA.
- _____ Visit high school counselor for appropriate freshman schedule.
- _____ List the top 6 desired colleges along with the top 4 desired majors.
- _____ Join various school- and community-based activities, clubs, and/or sports.
- _____ A social security number (SSN) is required. Contact local social security office. See *College Information: SSN*.
- _____ Create an interest and learning style inventory profile; update yearly. See *Career: Kuder Navigator*.
- _____ Consider taking a *concurrent credit* or *digital learning* course. See *College Information: SouthArk*.



November through January

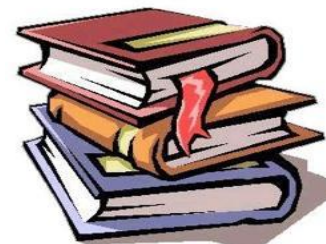
- _____ Attend local college and career fairs in addition to any financial aid seminars.
- _____ Draft a resume including any special awards, honors, and certificates. See *College Information: Resume Builder*.
- _____ Review websites that help to prepare students and families for college expenses. See *Financial Aid FAQ*.
- _____ View virtual campus tours, student photos, and degree information on different college websites.

February through June

- _____ Stay up-to-date with all required shots and immunizations; retain a copy of shot records.
- _____ Finalize sophomore class schedule by **end of May**, making sure all classes align with graduation requirements.
- _____ Begin to collect personal milestones for an education portfolio.
- _____ Request college recommendation letters from teachers, coaches, and other mentors for college applications.
- _____ State test(s) must be passed at the end of grade level to advance to the next grade and/or to graduate.

Summer after Freshman Year

- _____ Having a summer job will help with saving for college.
- _____ Explore summer volunteer opportunities in the career area of interest.
- _____ Enroll in a summer school class if a required class was not passed during the year.
- _____ Take a college campus tour, if vacationing to a new city or town.
- _____ Review college exam study guides and websites with online tutorials for test prep review, skill building, and test-taking strategies. See *Testing: Test Prep*.
- _____ Register no later than **August** to take the *PSAT* in **October**. See *Testing: PSAT*.



10th Grade August through October

- _____ Focus on academics! Maintain at least a 3.0 GPA.
- _____ Contact college coaches for possible scouting, if desired.
- _____ List the top 5 desired colleges along with the top 4 desired majors.
- _____ Create/update an interest and learning style inventory profile; update yearly. See *Career: Kuder Navigator*.
- _____ A social security number (SSN) is required. Contact local social security office. See *College Information: SSN*.
- _____ Join various school- and community-based activities, taking on leadership positions within those groups.
- _____ Create a 4-year calendar, covering the last 3 years of high school and 1st year of college, noting college admission, financial aid application, scholarship, and testing registration deadlines as well as testing dates.
- _____ Schedule to take the *PLAN* exam only one time during the sophomore year. See counselor or *Testing: PLAN*.

November through January

- _____ Add all volunteer and extra-curricular activities to the resume.
- _____ Visit different college websites to view estimated cost, application process, and enrollment information.
- _____ Attend local college/career fairs and financial aid seminars. See *College Information: College Fair*.
- _____ Prepare for college expenses by visiting financial aid websites. See *Financial Aid FAQ*.

February through June

- _____ Stay up-to-date with all required shots and immunizations; retain a copy of shot records.
- _____ Finalize junior class schedule by the **end of May**, making sure all classes align with graduation requirements.
- _____ Consider taking a *concurrent credit* or *digital learning* course. See *College Information: SouthArk*.
- _____ Review scholarship and grant websites, noting application deadlines. See *Financial Aid: Scholarships*.
- _____ Compare specifics between community colleges and 4-year universities; specifically, programs available, cost, athletics, and which scholarships apply. See *College Information: College Searches*.
- _____ *SAT Subject Tests* and *AP Testing* are recommended immediately following class completion, 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.
- _____ Continue collecting personal milestones for an education portfolio.
- _____ Request college recommendation letters from teachers, coaches, and other mentors for college applications.

Summer after Sophomore Year

- _____ Explore summer volunteer and job opportunities in the career area of interest and to save money for college.
 - _____ Enroll in a summer school class if a required class was not passed during the year.
 - _____ Review college exam study guides and websites with online tutorials. See *Testing: Test Prep*.
 - _____ Register no later than **July** to take the *SAT* in **September**. See *Testing: SAT*.
 - _____ Register no later than **August** to take the *PSAT* in **October**. See *Testing: PSAT*.
 - _____ Complete the *NCAA Clearinghouse application* if wanting to play on Division I/II team. See *College Info: NCAA*.
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College Prep Checklist

11th Grade

August through October

- _____ Focus on academics! Maintain at least a 3.0 GPA.
- _____ List only 3 colleges of choice with only 2 possible majors.
- _____ Contact the high school counselor if interested in ROTC program.
- _____ Create/update an interest and learning style inventory profile, update yearly. See *Career: Kuder Navigator*.
- _____ A social security number (SSN) is required. Contact local social security office. See *College Information: SSN*.
- _____ Take on leadership positions in various school- and community-based activities, clubs, and/or sports.
- _____ Continue to contact college coaches to request possible scouting, if athletics are desired.
- _____ Complete all college campus visits by the end of the junior year. Call ahead for appointments. Request an application, talk with current students, and take a campus tour.
- _____ Create a 3-year calendar, covering the last 2 years of high school and 1st year of college, noting college admission, financial aid application, scholarship, and testing registration deadlines as well as testing dates.
- _____ Register no later than **October** to take the *ACT* in **December**. See *Testing: ACT*.



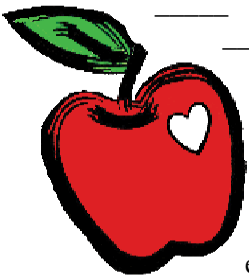
November through January

- _____ Use all collected documents and personal milestones to create an education portfolio.
- _____ Visit college websites to view estimated cost, application process, and enrollment information.
- _____ Attend local financial aid seminars in addition to college and career fairs. See *College Information: College Fair*.
- _____ Keep resume updated with all extra-curricular activities, recognitions, and employment, if any.
- _____ Review websites which assist with applying for college scholarships, grants, and financial aid. Make note of all application deadlines on calendar. See *Financial Aid: Scholarships*.
- _____ Review college exam study guides and websites with online tutorials. See *Testing: Test Prep*.
- _____ *ASVAB* is a military entrance test taken either during the junior or senior year of high school. See *Testing: ASVAB*.
- _____ Register one month prior to testing date for the following tests. See *Testing: ACT, SAT, and SAT Subject Tests*.

- *ACT* – **February, April, or June** • *SAT* – **March or May** • *SAT Subject Tests* – **May/June**

February through June

- _____ Stay up-to-date with all required shots and immunizations; retain a copy of shot records.
- _____ Finalize senior class schedule by the **end of May**, verifying all classes align with graduation requirements.
- _____ Consider taking a *concurrent credit* or *digital learning* course. See *College Information: SouthArk*.
- _____ Request college recommendation letters from teachers, coaches, and other mentors for college applications.
- _____ State test(s) must be passed at the end of grade level to advance to the next grade and/or to graduate.
- _____ Register one month prior to the **June or August** testing date to take the *ACT* test. See *Testing: ACT*.
- _____ *SAT Subject Tests* and *AP Testing* are recommended immediately following class completion usually in **May/June**. See *Testing: AP Testing and SAT Subject Tests*.



Summer after Junior Year

- _____ Explore summer internships, volunteer opportunities, and/or job shadowing in desired career.
- _____ Enroll in a summer school class if a required class was not passed during the year.
- _____ Prepare for the college application process by reviewing college essay prompts, assembling education portfolios, and gathering recommendation letters. See *College Info: Essay Writing Tips*.

12th Grade

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.