

Cold Spring Harbor High School

College Admission Process Checklist: Class of 2017

S = for students

P = for parents/guardians

B = for both students and parents/guardians

Senior Year Calendar

July 2016

- 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 2016

- 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 2016: 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 2016

- 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 2016

- 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 2016

- B___ December 9, 2016 is the transcript request deadline for any applications due between December 31, 2016 and January 8, 2017.
- 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 2017

- 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 2017: 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 2017

- B___ Secure your place at the college of your choice by making the required deposit by May 1, 2017. 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, 2017.
- 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 2017

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.