

College Planning Timeline for Seniors

September

- Use the College Application Tracking Worksheet to keep track of college-related dates (Magellan College Counseling students, refer to your Application Strategy Outline).
- Finalize your list of colleges. Goal 6–10 colleges (no more than 12!)
- Submit rolling admissions applications. Many state and public colleges/universities having rolling admissions programs and some departments will accept students until the program is filled. Apply early.
- Confirm/ask teacher, counselor and other recommender writers. Verify with them how you will apply (Common App, Coalition App, College Specific App). Give them any materials they need and let them know of any early application due dates, including personal statement letter.
- Review the list of college reps visiting your high school. Sign up to attend any sessions with colleges to which you are likely to apply.
- Continue your college visits/research (in person/online).
- Register for the fall SAT or ACT if you would like to improve your scores (early application deadline schools usually accept Sept. and Oct. tests).
- Begin to fill out admissions applications.
- Continue to work on your application essays.
- Attend Senior College Night at your high school for a thorough explanation of the application process.
- Engage with college admissions representatives & participate in online college exploration opportunities (tours, open houses, department sessions, etc.)
- Sign up for virtual interviews if available.
- Obtain your FSA ID
- Research which colleges require the CSS/Profile for financial aid.
- Research requirements for merit aid (some colleges require the FAFSA/CSS/Profile for merit consideration).
- Work hard in your courses. Many colleges will review 1st semester grades.

October/November

- File the FAFSA*/CSS Profile. Track the deadlines for each college and file by the earliest priority deadline date. **2024 FAFSA is delayed until Dec. 2023*
- Continue to visit/research your potential colleges.
- Continue to meet with college reps via your high school. Also consider attending a college fair.
- Prepare final drafts of your application essay.
- Take advantage of your school's application workshops and college specific application sessions available online.
- Take the SAT or ACT, if applicable.
- Check all application deadlines and submit your materials on time. Use the College Application Tracker or Magellan Application Outline to stay organized.
- Send official or unofficial transcripts, as required. For Nov. 1st deadlines, plan to make requests by Oct. 15th. For Nov. 15th deadlines, plan for Nov. 1st.
- Send official standardized test scores to colleges that require them.
- Follow up to make sure all early action or early decision application materials have been received.



- Remind teachers of early deadlines for applications, if applicable.
- Be sure to include any required fees with your applications. If you think you might be eligible for a fee waiver, see your counselor.
- Make copies of all documents you send through the mail or submit online. Keep organized files, note your application portal usernames and passwords. Magellan students, use your Keychain!

December

- Take the SAT or ACT, if applicable.
- Remind recommenders of the deadlines for submitting your college recommendations for regular admission.
- Request transcripts for any regular decision applications. For January 1st deadlines, requests must be made by December 1st.
- Finish and finalize any remaining essays and applications.

January/February

- File FAFSA
- Continue to meet application deadlines.
- Send mid-term reports to colleges that require them.
- Confirm that all of your application materials have been received by each school to which you applied.
- Write thank you notes to the teachers who wrote recommendations on your behalf.

April

- Maintain organized files of all admissions correspondence that you receive.
- Compare college admissions and award offers.
- Make sure that you accept an offer of admission before May 1st, and send in any required deposits and paperwork.
- Don't give in to Senioritis.

May/June

- Take AP exams, if applicable, and request that your scores be sent to the college that you will be attending.
- Send your final transcript to your selected college [often involves filling out your high school's senior checkout form with college choice].
- Determine which college level credits will transfer at your destination college.
- Read the fine print all information sent by the colleges – especially regarding Health Care Coverage – some colleges require students to purchase their health care coverage for an additionally fee, unless a waiver is obtained.
- Register for college placement exams (English, math, etc.) if the college you're attending requires them.

Student Athletes

- Check eligibility and request final amateurism certification beginning April
- NCAA Division I and Division II athletes: Submit final transcript with proof of graduation to NCAA.

College Application Tracking Worksheet

Name of College				
Preparing				
Decision Type (ED/EA/Regular/Rolling)				
Application deadline				
Institutional financial aid deadline (FAFSA/CSS Profile)				
# of letters of recommendation required <ul style="list-style-type: none"> • Teacher • Counselor • Other 				
Type of Application (CA? Electronic?)				
Supplemental Materials? List items.				
Tests Required: SAT? ACT? SAT II?				
Demonstrated Interest Activities. List activities (tour, admission session, live chat, etc.).				
Interview Required?				
Applying				
Requested letters of recommendation				
Requested SAT or ACT scores to be sent				
Requested high school transcript to be sent				
Filled out, signed and submitted application forms				
Filled out signed and sent ED agreement (if applicable)				
Sent supplemental materials, if needed				
Sent application fee or fee waiver				
Scheduled interview(s) (if applicable)				
Verified receipt of all materials				
Completed institutional financial aid app.				



Requested 1 st quarter grades or mid-year grades to be sent (if applicable)				
Accepting				
Received admissions notification letter				
Sent official AP scores for credit				
Received financial aid letter (if applicable)				
Requested high school transcript to be sent				
Placed deposit at one school and declined admission at others				
Secured housing & meal plan				
Signed up for orientation & course advising				