

School Counselor

College Prep Timeline



Fall semester

- Ensure students are registered for a rigorous curriculum
- Promote involvement in extracurricular activities
- **Register students to take the PSAT**
- Administer the PSAT/NMQST
- Provide opportunities for career awareness/ exploration
- Encourage students to attend college fairs in your area
- **Conduct College Planning Workshop**
- **Provide students with information on PSAT/ACT/SAT fee waivers**
- Introduce students to college search web resources
- Suggest college visits whenever possible
- Host score interpretation workshop for PSAT results
- **Help students make plan for ACT and/or SAT testing schedule**
- Provide students with list of college planning resources in your building

Spring semester

- Share scholarship search engines with students
- **Promote registration for ACT/SAT entrance exams**
- Encourage students to take advantage of test preparation programs/software/online options
- **Provide fee waiver options to eligible students**
- Organize trip to local/national college fair(s)
- Assist students with setting up college visits
- **Host college planning and financial aid information nights**
- Meet with students to help narrow college choices
- **Provide students with information for setting up FSA ID**
- Provide students with information about summer academic enrichment opportunities
- Distribute senior college planning timeline to students
- Encourage students to identify teachers for recommendation letters
- **Inform students of college application process/ system at your school**
- Inform students of NCAA Clearinghouse registration process
- Schedule college rep visits for the fall
- **Schedule fall college financial aid nights/FAFSA completion workshop**
- Schedule students for rigorous curriculum for senior year

Summer

- Organize the process for college application processing
- Organize the process for local/regional scholarship applications
- **Communicate to students early fall ACT/SAT registration deadlines**
- Update your school profile document
- **Rest up for the work ahead - helping seniors**