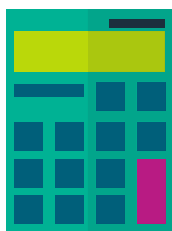


## College Access Advisor

# College Prep Timeline



## Summer prior to senior year

- **Continue to provide assistance with setting up FSA ID for students and parents**
- **Plan and organize college information and FAFSA assistance workshops for upcoming year**
- Participate in professional development opportunities for college admissions and financial aid updates

## Fall semester

- Schedule one-to-one meeting with all seniors
- Encourage students to meet with college reps visiting their school
- **Assist with ACT/SAT test registration and securing fee waivers**
- Clarify services available to seniors from your program
- **Offer/Co-host college and financial aid information night**
- Help students arrange college visits/attend college fairs
- Assist students with final college choice list and application preparation
- **Provide FSA ID set-up assistance to students and parents**
- **Host FAFSA completion workshop(s) or individual family appointments**
- Assist with completion of CSS Profile if needed
- **Review Student Aid Reports**
- **Assist families in submitting documents required for verification**
- **Review early award letters**
- Discuss Early Decision offers and commitments
- Assist students with local/regional scholarship search and/or submission of institutional scholarship applications

- Encourage students to establish all college-requested email accounts for critical communications; advise them to keep list of log-ins and passwords
- **Provide assistance with adding any colleges to the FAFSA to which a student applied and did not list on original FAFSA**
- Continue to host FAFSA completion events for students who still need to submit the form

## Spring semester

- Assist students who still need to complete college admissions applications
- **Continue to review Student Aid Reports and award letters as students receive them**
- **Provide students with any applications needed to request funding from your program (if available)**
- Assist students with completion of local/regional scholarship applications
- **Assist students/families with submitting any requested paperwork to complete verification**
- Review all award letters received to assist students with making final college choice
- Guide students through any financial aid acceptance procedures and notifying colleges that students will not attend
- Remind them to submit any enrollment and/or housing deposits required by May 1
- Assist students with completing college orientation registration
- Collect any necessary paperwork for any funding provided by your program (if available)
- Host high school-to-college transition workshop
- Plan summer melt activities