School Counselor

College Prep Timeline

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

Fall semester
- Review student schedules to ensure graduation requirements are met
- Finalize college rep visit schedule
- Provide students with ACT/SAT testing schedule and promote registration
- Provide fee waiver information to eligible students for testing and admission applications
- Encourage students to finalize college list
- Help students organize admissions and financial aid applications as it relates to due dates
- Clarify admissions application processing at your school
- Host college and financial aid information night
- Host/Collaborate with partners for FAFSA Completion Workshop
- Encourage completion of CSS Profile (if needed)
- Promote college fairs and/or college visits
- Coordinate any Early Decision submissions
- Provide continuous reminders about completing applications and FAFSA
- Share local/regional scholarship application information
- Encourage students to set up scholarship search engines
- Process admissions applications submitted with supporting documents

Spring semester
- Remind students of admissions applications and FAFSA submissions for those still in process
- Continue to promote college visits
- Continue to review Student Aid Reports and award letters as students receive them
- Encourage completion of local/regional scholarship applications
- Provide any required mid-year reports
- Survey students for post-high school plans
- Counsel students on final college choices
- Provide guidance to any wait-listed students
- Remind them to submit any enrollment and/or housing deposits required by May 1
- Remind students to notify the colleges they will not be attending
- Encourage students to complete college orientation registration
- Organize process for sending final transcripts, AP/IB scores, NCAA Clearinghouse documents
- Ensure students know to send dual enrollment transcripts if needed
- Tally college scholarship totals for graduating class
- Plan a great summer vacation to recharge for next year