

## Junior-Senior College Search & Application Timeline

### January 2023

- Junior College Kickoff Meeting
- Complete Junior College Survey on Naviance
- Schedule Post-Secondary Planning Meeting with your School Counselor
- Optional Meeting with College & Career Counselor, after your initial meeting with your School Counselor
- Research and develop a prospective list of colleges (add to “Colleges I’m Thinking About” on Naviance)
- SAT or ACT Test Prep
  - Practice ACT and SAT tests offered through Princeton Review starting January 7th
- Register for SAT and ACT exams - seats filling up very early. Deadline January 18

### February 2023

- Post-Secondary Planning Meetings with School Counselors continue, as well as an optional meeting with College & Career Counselor, Mrs. Gregory.
- SAT or ACT Test Prep
- February ACT
- Course Selection Meetings begin with School Counselor
- Continue researching colleges over February break

### March 2023

- Continue SAT/ACT prep and researching colleges
- March 1 - School Day SAT (register through [RegiSmart](#))
- March 7 - MLHS College Fair, 7:00pm
- March 28 - School Day ACT (register through [RegiSmart](#))
- March 30 - Finding Your Best Fit

### April 2023

- April ACT
- Visit colleges over April break
  - Update “Colleges I’m Thinking About” on Naviance as your list grows or changes

### May 2023

- AP Exams
- May SAT
- College Admission Panel at MLHS
- Begin thinking about your college essay
- Continue to research/visit colleges and prep for SAT/ACT, if needed
- May 25 - Essay Presentation

### June 2023

- June SAT
- June ACT

- Start working on Student and Teacher Brag Sheets (on Naviance)
- Ask for teacher recommendations before the end of the year
- FINISH THE YEAR OFF STRONG! Remember, Junior grades are important!
- Continue to research/visit colleges

### **July 2023**

- Work on college essay
- Continue to research and visit colleges. Begin to narrow your list.
- Work on Student and Teacher Brag Sheets (on Naviance)
- July ACT

### **August 2023**

- Camp College (specific date TBD)
- Register for and work on Common Application
- Continue to work on your essay (aim to have a solid draft done before school starts!)
- Review topics for supplemental essays - start working on these before school starts
- Complete and submit Student and Teacher Brag Sheets (on Naviance)
- Create a spreadsheet tracking all application deadlines - stay organized!
- August SAT

### **September 2023**

- Meet with your School Counselor to review your college application plans
- Complete Release of Records form
- Turn in Transcript Request Form (at least 3 weeks before your first application deadline!)
- Work on supplemental essays
- Attend College Rep Visits at MLHS
- Option to meet with Mrs. Gregory to review your applications, essays and prepare for interviews
- Keep up senior year grades (they count!)
- Senior Parent Night at MLHS (in late September or early October)
- September ACT

### **October 2023**

- Continue working on applications and essays
- October 15 Early Action application deadline at some colleges
- Send standardized test scores (if submitting) to Early Action, Early Decision, and Rolling colleges (send in at least 3 weeks before deadline)
- Attend MLHS Financial Aid Night
- Begin applying for financial aid (FAFSA opens on Oct. 1)
- Turn in Transcript Request Form at least 3 weeks before your first application deadline
- Attend College Rep Visits at MLHS
- October SAT
- October ACT

### **November 2023**

- Nov. 1 and Nov. 15 are common Early Action/Early Decision deadlines
- Be aware of financial aid deadlines - deadlines for these forms are typically around admission deadlines.
- Attend College Rep Visits at MLHS
- November SAT
- Send standardized test scores to Regular Decision schools and those with December deadlines.
- Work on Regular Decision applications and essays after you submit early applications
- Request Q1 grades to be sent to EA/ED colleges if you want those reported or if your college requests them

### **December 2023**

- Early Action/Early Decision notifications begin to come out the second week in December
- Withdraw applications from other colleges if you are admitted to your ED school
- MLHS Alumni Panel
- Dec. SAT
- Dec. ACT
- Turn in transcript request forms for Jan. 1-15 deadlines
- Notify your counselor of acceptances, deferrals and rejections (and update Naviance)

### **January 2024**

- Most deadlines for Regular Decision and ED II
- Notification from some Early Action colleges
- If you receive a deferral decision, follow all required next steps (completing an additional form, sending in new information, etc.)
- If you have not already completed financial aid documents, submit the FAFSA and CSS Profile (if applicable)
- Finish the semester strong!! Remember, first semester senior grades are sent to all colleges

### **February 2024**

- ED II notifications
- Mid-year grades (first semester) sent to colleges
- Sit tight and wait on Regular Decision notifications

### **March 2024**

- Regular Decision notifications and financial aid awards begin to come in
- Notify your counselor of acceptances, deferrals and rejections (and update Naviance)

### **April 2024**

- All Regular Decision notifications should be delivered by early April
- Notify your counselor of acceptances, waitlists and rejections (and update Naviance)

- Contact your counselor or Mrs. Gregory if you have questions about financial aid and scholarships
- Visit or revisit colleges as needed
- Attend accepted students days
- Deposit if you have decided on your school
- Confirm your interest in remaining on any waitlists and send a follow up letter of interest in the college in late April.

## **May 2024**

- May 1 is the National Deposit Day. All students must send in a deposit to the ONE school they plan to attend.
- Notify your counselor of the school you plan to attend or other future plans
- Colleges begin to take students off the waitlist in early May
- Take AP exams
- Finish the year off strong - colleges will see your final grades and expect you to maintain the same level of academic performance
- Exit interviews with School Counselors (May/June)

List of SAT test dates: [SAT Dates](#)

List of ACT test dates: [ACT Dates](#)

## **Student, Parent, and Counselor Responsibilities**

### **Student Responsibilities:**

*Each student should take ownership of their own application process, working to find the “best fit” colleges for them.*

- Meet with your School Counselor - to help develop your college list and review your final list.
- Keep your counselor in the loop throughout the process!
- Keep an open mind and be open to suggestions. Explore all types of colleges. Focus on finding the right fit.
- Prep and register for SAT/ACT (if applicable)
- Keep Naviance updated
- Understand application requirements
- Keep track of deadlines
- Write your own college essays
- Ask teachers to write recommendations (before end of school year)
- Complete Student and Teacher Brag Sheets (Summer)
- Submit Transcript Request Form to Guidance Office (Fall)
- Visit with College Representatives who come to MLHS (Fall)
- Complete and submit applications and any required supplements
- Don't be afraid to ask for help - but don't wait until the last minute

- Stay humble - be sensitive of your classmates and how you speak about college (a “safety” for you might be a “reach” for them)
- Check your email daily - and open all emails!

### **Parent Responsibilities:**

*While the student should be the driver in this process, parents can help navigate.*

*Remember, “we” are not applying to college - they are!*

- Take your child to visit colleges
- Be open-minded to all schools that your child expresses interest in
- Discuss expectations (how far away they can go, etc.) and finances with your child early in the process
- Help your child come up with a standardized testing plan; help register student for SAT/ACT exams (if applicable).
- Help your student keep track of deadlines (*this is often the most helpful thing you can do!*)
- Be available to proofread applications and essays
- Complete Parent Brag Sheet, available on Naviance (Summer)
- Complete financial aid forms (FAFSA, CSS Profile), if applicable (Fall)
- Be your child’s biggest cheerleader!

### **Counselor Responsibilities:**

*We are here to support students and help them navigate this process. It is crucial that students communicate their application plans and timeline to their counselor. This ensures that we submit all documents in advance of the deadline.*

- Guide families through the complexities of the process
- Meet with students for individual college planning
- Host colleges who visit MLHS
- Provide college updates and information via the College & Career Bulletin
- Send the following to colleges and universities: Secondary School Report, Official Transcript, Counselor Recommendation, School Profile, 1st semester grades in February
- Mrs. Gregory can also assist with: preparing for interviews; brainstorming, reviewing, and revising college essays; reviewing applications; reviewing financial aid packages.

## SENIOR COLLEGE APPLICATION CHECKLIST

- Continue visiting colleges
- Solidify your college list in Naviance and on Common Application. In Naviance, all colleges you are applying to should be listed in the “Colleges I’m Applying to” section.
- Continue adding to the “Colleges I’m Thinking About” section, if you are still considering other colleges.
- Once you have your final college list, identify what is required for each application:
  - Application type (EA, ED, RD, Rolling, etc). If you are applying ED, this agreement needs to be signed by the applicant, a parent, and the school counselor. The counselor signs online in Naviance.
  - How many letters of recommendation and from whom does each college require? Check in the “Freshman Admission Requirements” section ***on each college website to determine this information***
  - What is the application deadline?
  - Is an essay required?
  - Is the school self-report? If so, use your transcript to fill out the SRAR (self-reported academic record)
  - Are there supplements or other supporting documents that the college requires?
- Finish up standardized testing (ACT, SAT), if applicable.
  - If you plan to share testing with colleges:* Send them to the colleges you are applying to--these go directly from the test agency to the college. Log into ACT and/or CollegeBoard to send and pay for scores to be released. Do this ***at least 3 weeks in advance*** of your college application.
  - If you are applying test-optional:* Check to see if the school requires any additional steps for test-optional applicants.
  - If you are sending scores to some schools and applying test-optional to others:* Do not list your scores on the Common Application. You can share your scores by sending them to the desired schools via the test agency, as described above.
- Attend College Representative visits. Running list of visits is on Naviance-please sign up!
- Match your Naviance and Common App account and sign the online FERPA waiver on the Common Application. **For instructions, click [Here](#).**
- Return the MLHS FERPA waiver and Release of Records form to your counselor via scan.
- Request teachers on Naviance that are writing your letter of recommendation. Go to Colleges Home>Letters of recommendation>Add request>Choose specific colleges. If you add new colleges in Naviance after you submit the letter or recommendation request, you must request the letters of recommendation for the added colleges.
- Fill out the “Transcript Request Form” with the colleges you are applying to when you are ready for your documents to be submitted by the Counseling Office. Counselors submit a letter of recommendation, a secondary school report, transcript, and school profile. Please give this form to your school counselor ***at least 3 weeks prior to the application deadline***.

*As always, please reach out to the Counseling Department with any questions!!*