

Cold Spring Harbor High School

College Admission Process Checklist: Class of 2023

S = for students

P = for parents/guardians

B = for both students and parents/guardians

Senior Year Calendar

August 2022

B__ Create an account on the Common Application.

- Your actual application begins when you create the account, so use capital letters where they should be and use proper punctuation
- Gather the following materials before you begin to complete the application:
 - your Junior Biography
 - your resume
 - your proposed academic schedule for senior year.
- Save frequently or you will lose what you've done.
- Do not enter ACT and/or SAT scores until you have decided which ones you will send to the colleges and until you have decided whether to apply to Test Optional colleges.
- Do not send the application until someone else has reviewed it.

B__ Examine the transcript that will be mailed to your home.

- You must approve the transcript or return it with any corrections that are necessary. You must also sign the release form that allows us to transmit your transcript to colleges.

B__ Check the Common Application site to see whether any of your colleges require a supplement; some supplements will not be available until fall.

B__ Check college websites for online or paper applications for non-Common Application schools; some will require online applications for which you have to create an account – again, store these user names and passwords in your phone.

P__ Register for and complete the CSS/Profile if you will be a financial aid applicant and are applying to private colleges.

S__ Work on final drafts of essays now that you have seen the actual applications.

S__ Prepare a written college application plan to bring to your counselor in September; include:

- The list of colleges to which you are sure you're applying – arrange them in categories of reach, target and likely.
- We strongly advise that your list include at least one rolling admission or early action college and apply to it as soon as possible.
- The list of other colleges still under consideration.
- The list of colleges you have decided against.
- The dates of any ACT and SAT you plan to take in the fall.
- A list of questions you want to ask your counselor.
- Copies of your essay drafts (include the question you are answering or the topic)

September 2022: Application Kickoff

- S__ Make an appointment to see your counselor in the second or third week of September.
- S__ Bring the written application plan to the meeting.
- B__ Read and follow the instructions you will receive about how to request transcripts and counselor letters of recommendation via Naviance (counselors write for every student).
- B__ The first transcript and counselor letter of recommendation request requires 15 school days advance notice; subsequent requests require at least 10 school days notice.**
- P__ Students with disabilities who must send IEPs/evaluations to colleges must request them from the Special Education Department.
- B__ Scholarship applications that require a transcript and counselor recommendation require 15 school days advance notice.
- S__ Follow the procedure you will be given about requesting that faculty send their letters of recommendation
- P__ Attend the College Application Parent Night at Cold Spring Harbor High School.
- P__ Attend the Financial Aid Parent meeting at Cold Spring Harbor High School
- S__ Ms. Henry and Mr. Miller offer one-on-one essay review (they will publicize in class).
- S__ Consult Naviance for the list of college representatives visiting our school.
- S__ Demonstrate your interest in colleges by using Naviance to register for college representative visits at our school (ongoing through November).
- B__ Consult the home page of Naviance for college representative meetings in the region; read each entry's instructions for registration information (ongoing through November).

October 2022

- S__ Check with your recommenders to insure everything is in place or in process.
- B__ Arrange to send SAT and/or ACT scores to colleges that require them.
- B__ Determine what, if anything, you must send to Test Optional Colleges.
- S__ Send your applications at least one week ahead of each college's deadline.
- P__ The FAFSA (Free Application for Federal Student Aid) becomes available on October 1; complete and submit it as soon as you can (aim for November 15th), but no later than one day before the FAFSA deadline listed on the Financial Aid website of any of your colleges.
- P__ Some private colleges have their own funds that are available to students. They require the CSS/Profile.

November 2022

- S__ Continue to work on and send applications with later deadlines.
- S__ If you decide to drop any courses you must write to colleges who have already received your transcript that explaining why (avoiding this step can be a game-changer, as they will expect to see first and second quarter grades in the courses you told them you were taking when they receive your midyear grades).
- S__ If you are having an academic struggle and expect lower than usual first quarter grades consult your counselor about writing to your colleges to explain the situation and your action plan for improving the situation.

S__ Early Decision applicants should complete the applications for colleges they will apply to in the event they are denied or deferred in December. The additional applications need not be sent, but they need to be done now rather than in December when you might have received disappointing news.

S__ Try to get all your applications done by the end of the Thanksgiving weekend.

S__ Continue to “demonstrate interest” to any colleges to which you are applying.

December 2022

B__ Request transcripts to be sent to your remaining colleges – make sure to request 10 school days prior to the application deadline.

S__ Been accepted by the college to which you applied Early Decision? Contact all other colleges either by email or phone to withdraw all other applications.

February 2023

S__ Continue your college research and academic achievement.

S__ Continue demonstrating interest; send any new information to colleges.

S__ If any colleges who have accepted you request enrollment deposits before May 1 make sure the money is refundable. If it is not refundable the college is not following standard procedures. Consult your counselor about writing a letter requesting an extension to May 1.

P__ The enrollment/matriculation deposit is different from a housing deposit, which is almost always refundable. Some large universities request a very early housing deposit and it is usually wise to pay for the reservation if there is any chance the student will attend that college.

March/April 2023: Decision Time

B__ Continue to research/visit any colleges to which you have been admitted; use this time to ask questions and attend “accepted students” programs.

B__ Read all correspondence regarding deposits and housing reservations carefully.

May 2023

B__ Secure your place at the college of your choice by making the required deposit by May 1, 2023. Submit only one deposit.

S__ Tell your counselor which college you have decided to attend.

B__ If you have been waitlisted by a college you prefer, you must still deposit at one of the colleges that accepted you by May 1, 2023.

S__ If you are admitted to a preferred college after having been waitlisted and you plan to attend, you must notify the first college at which you deposited that you will not be attending. This courtesy allows room for a student who may be waiting to be admitted to that first college.

S__ If you are accepted from a wait list and decide to attend that college, you must let your counselor and the Counseling Center Secretary know. If you fail to do notify us the second college will not receive your final transcript.

June 2023

S__ Check in with the Counseling Center Secretary to make sure your final transcript is scheduled to be sent to the correct college. We send only one final transcript unless you are admitted from a late wait list.