

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

October 2021

S__ Take the PSAT

November 2021

S__ Create an account at The College Board so you can register for the SAT

- If you are a student with a disability and you have applied for and been approved for accommodations, you will have an “SSD Number.”
- You will need the SSD number to register with accommodations. The number appears on the authorization letter you received from the College Board that allows you to use accommodations.

S__ Create an account at ACT so you can register for the ACT

- If you are a student with a disability, please touch base with your school counselor for detailed instructions on how to apply with accommodations.

P__ Attend the College Kickoff Parent Night on December 8, 2021 at 7:00 pm.

S__ Participate in the College Planning classroom sessions - Part I & II.

- If you miss the classroom session make an appointment to meet with your counselor as soon as possible.

January 2022

B__ Use your PSAT report to understand your scores

S__ Participate in the College Planning classroom session Part III.

- If you miss the classroom session make an appointment to meet with your counselor as soon as possible.

P__ Have a candid, clear conversation about college financial and geographical boundaries with your student before the Junior Biography is completed.

B__ Watch the mail for your Junior Biography. Look it over; you must complete and submit it to the Counseling Center to arrange a Junior Planning Conference. Appointments will begin in March.

S__ Register for at least one SAT and one ACT in winter/spring of Junior year – (do not send your scores to colleges at this time)

B__ Be sure your Naviance account and your parent/guardian Naviance accounts are separate and operational. **Parents should not use the student account and students must supply an email account so that important announcements get to them.**

B__ Decide when you will visit colleges and begin to structure your calendar – consider virtual visits!

B__ Decide whether both parent and student email addresses are appropriate for professional use; same thing for social media (e.g., Instagram, Facebook, etc.) – fix them if they’re not.

March 2022: Planning Kickoff

S__ Complete your Junior Biography and submit it to The Counseling Center

S__ Schedule a Junior Planning Conference with your counselor before June

B__ Research colleges that seem to match your academic achievement, academic interests, locations and extracurricular preferences – remember the “Decisions” class session

B__ Begin to familiarize yourself with a few college websites; here’s how:

- visit a college website; any college will be fine for this practice exercise
- Click on Admissions (or undergraduate admission, first-year students, prospective students, freshman admission, etc.)
 - search within that tab for majors/minors (or programs of study, academic offerings)
 - click on a major of area of study that interests you and read the page; look for course descriptions and read several at the introductory and advanced levels
 - drill a little deeper to look for minors within that major, or for special options open to students: internships, research opportunities, etc.
 - take note of which courses you are required to take to earn a degree, and whether there is enough academic flexibility to suit you
- Then move on to Student Life (or extracurriculars/activities, residential life, athletics, intramurals, etc.)
- Go back to the Admissions page and look for three things: admission requirements, freshman/first-year application process, profile of accepted students
- If applicable, visit the pages for Financial Aid and Merit Scholarships; see what the college’s policies, procedures and deadlines are for grants, loans and scholarships – do not wait for fall to investigate financial aid!
- Last, go back to the Admissions page and look for the place where you can correspond with admission counselors and ask questions (you will want to “demonstrate interest” to the private colleges on your eventual list)
- Check out the Admission page to see if they have a blog you can follow or a mailing list you can join

After your College Meeting

S__ Think about which two teachers you will ask to write letters of recommendation for you. Before you decide:

- Decide who can best provide the best letter for you (it may not be a course in which you earned an A; it might be a course you struggled with and prevailed in at the end!)
- Make an appointment to speak with the two teachers you choose and ask if they would be so kind as to support your college applications by writing a letter.
- Remember your manners; if the teachers agree send them a thank you note (not an email) on nice stationery.

B__ Decide whether you will use the April break to visit colleges and make your plans.

B__ Register with the NCAA Eligibility Center if you hope to play a sport at the Division I or Division II level. Arrange to have your transcript sent to the Eligibility Center at the end of Junior year.

B__ read the Guide for the College-Bound Student Athlete. It is a good idea to print this and keep it in your Athletics folder. You will refer to it many times, especially if you are a recruited athlete. The Guide is updated every July.

April 2022

S__ Your English teacher will likely present information and assign a personal narrative as a practice college essay assignment.

S__ Look at the Common Application essay topics. The essays change from time to time, but these will give you a sense of the kinds of essays that are possible.

B__ Continue your college research.

May 2022

P__ Check financial aid websites of the colleges to which you think you will apply.

- Note required forms; they can differ.
- Mark your calendar so that your forms will be sent to each college at least one week before any official deadlines.
- Assemble documentation that will be necessary. The Federal Aid form is called the FAFSA.
- The student must establish an account and then complete the FAFSA in October 2022.

P__ Some private colleges have their own funds that are available to students. They require the CSS/Profile. Next year's form will be available in summer 2022.

June 2022

B__ Continue your college research online and by visiting colleges.

S__ Check with your teacher recommenders to make sure they have the information they need from you to write your letters. (Many write their letters during the summer.)

S__ Create a resume of all your in- and out-of-school activities since the beginning of grade 9

Senior Year Calendar

July 2022

S__ Schedule formal appointments with yourself to write and rewrite your personal statement. Your essays need to be ready to go in very early fall.

S__ Continue demonstrating interest in private colleges on your list by contacting Admissions personnel with questions that arise. Let admissions know if there is some reason you cannot visit, especially if the college is within a 5-hour drive.

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.

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__** 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.

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.