



## SENIOR

### FALL SEMESTER

#### JUNE-SEPTEMBER

- Narrow your college choices
- Check to make sure the courses you are taking are meeting the prerequisites
- Check with your counselor
- Check the college admissions requirements
- Register for the ACT/SAT
- Take a test-prep course
- Look at the help on the ACT/SAT pages
- Ask appropriate people to write recommendation letters
- If you have an upcoming deadline then use the recommendation form
- Form your Essay Committee
- Check dates for college fair and fall preview days
- Select important questions to ask the recruiters at the college fair or on your visit
- Submit profiles into College Databases
- List of all your activities/awards since 9th grade
- List of all your courses/ACT/SAT scores (should be on your transcript)
- Any organizations or clubs you are/were in
- Any significant awards you may have received prior to your 9th grade year i.e. Community Volunteer Citizen
- Names of your parent's current employer/organizations they are/were in
- Information on families past military experience and your ethnicity/minority background and religious affiliation
- List of all volunteer work done since 9th grade-- if you are not volunteering---START Do something in conjunction with Make-A Difference Day (PDF form for record of Volunteering)
- Submit profile to the Arkansas Scholarship Connection
- MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT

### SPRING SEMESTER

#### JANUARY-MARCH

\* \*MOST DEADLINES ARE SCHEDULED FOR THESE MONTHS\*\*

- Fill out the FAFSA form
- Go to a Financial Aid meeting if needed.
- Submit applications by the appropriate deadline
- Get the necessary tax forms from your parents
- Find out if you take ACT/SAT scores if needed
- Find out if you need to send your 7-semester transcript to the college or if they will be requesting it directly from the school
- MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT

#### APRIL-JUNE

- Make sure you have submitted FAFSA
- Make sure you have submitted Challenge
- Make sure an 8-semester transcript gets to the college
- Respond to all college/scholarship offers appropriately
- Take the ACT/SAT one last time

## **OCTOBER-DECEMBER**

- Attend a College Fair
- Visit the college campus
- Complete your admission essay and request your recommendation letters
- Submit your Admissions Application (check early deadline)
- Continue scholarship search and application submission
- Check with your counselor for additional scholarship information
- Plan to work on applications over Thanksgiving and Christmas
- Register for ACT/SAT
- MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT

## **JUNE-SEPTEMBER**

1. Try to narrow your college choices to three, five at the most. If you did not get a college information or catalog book from them in the spring in either your spring visit or spring college fair, e-mail the college and request that one be sent to you. This is very important!!! You want to make sure you do not have any additional or unknown requirements that are needed for your specific field of study. For example, AP Calculus may be a prerequisite for the field of study you are choosing. You need to know the course requirements for the college you choose. Most of the time, this is not an issue because you are taking a college core track in high school, but you need to be responsible and know this for yourself. Don't assume that he/she automatically knows what college you want to attend or the additional requirements that school may require for unconditional admission.

2. Make sure you have registered for the ACT/SAT. Check the regular and late deadlines. \*\*\*Reminder if you have already taken the ACT you can now reregister online. Visit the ACT/SAT pages in TasselTime to get dates and registration information.

3. If you have the opportunity to take an ACT/SAT preparation course provided by your school—TAKE IT!!! If you do not have the opportunity, then go to the ACT/SAT pages in the site and you will find TEST Prep Help. I recommend March2Success, Number2.com and Khan Academy for free test prep.

4. On the ACT and SAT pages in this site I recommend some test prep videos. These are more for schools to purchase put you and several of your friends could go in together to order these. Learn more directly from the Test Prep Video link on the ACT or SAT page in TasselTime.

5. Begin thinking about who you want to ask to write recommendation letters or letters of reference. You want to ask a teacher who knows your capabilities and can recommend you based on your academic performance (athletic and fine arts performance as it applies to you). No offense, your best friend's mom or the local preacher may be able to testify to your character, but can he/she testify to your academic performance with specific detail given to projects or assignments you have completed? Print off a recommendation form from the scholarship page and look at the areas you will need to fill out. Keep in mind that you need to be detailed when you fill out the form, especially if you are in a large high school. The way you fill out this form can help "jog" that teacher's memory about you and your performance in his/her class.

6. Only give the recommendation form out if you have an upcoming deadline. You will have 2 strips of reminders at the bottom of the form that you will need to tear off. Give this to the teacher 1 week before the letter is needed and then 2 days before the letter is needed.

7. You may want to make copies of the form with your information on it before you hand it out to the teacher(s). This will keep you from having to rewrite all the information each time. Obviously, you will have different class information, but your extracurricular and other information will be the same.

8. Organize an essay committee for yourself. I recommend you ask 3 people to form this committee— this doesn't mean that these people have to meet together to critique your essay. You will give each of these people a copy of your essay, so

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they can edit/critique your essay BEFORE you send it or attach it to an application (If they prefer give the essay to them on a flash drive or e-mail it to them so they can edit changes for you– it takes less time if they are computer savvy).

9. Do not send an essay with an application unless you and your committee have proofread it!

10. If you need help on how to get started on your essay, go to the essay page in this Website. There are several helpful links.

11. Find out when the fall preview days are for the colleges you have chosen and check to make sure you mark your calendar to attend. Be prepared to ask questions of the students and the recruiters when you take your visit. Be sure that you have all of the applications/forms

12. On the college page of this Website there is a PDF at the top of the page called "College Visits". Print this off and look over the college visit questions that are important to you and either ask them on your visit or ask them on the College Fair Night

13. On that Tasseltime must read information you are given a list of things that you need to gather BEFORE filling out a database profile or asking for a recommendation letter. You will also want to gather this information prior to building or creating your resume.

- List of all your activities/awards since 9th grade.
- List of all your courses/ACT/SAT scores (should be on your transcript) Any organizations or clubs you are/were in
- Any significant awards you may have received prior to your 9th grade year i.e. Community Volunteer Citizen
- Names of your parent's current employer/organizations they are/were in
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14. Select 3-5 databases on this page to enter your information. Some of these will e-mail you the scholarships you qualify for and some will just list them for you to select through while you are on the internet. I suggest you set up an alternate e-mail address other than the one you regularly use. Most Internet Service Providers offer 5-7 e-mail accounts with their service. The reason you do this is because You Will Get CD Offers– this keeps your regular account free of that and allows you to use this separate account for ALL of your college correspondence (if you are going to use this e-mail address as a contact for your resume and or/ admissions information—select wisely {don't use "lazygirl" or "partyanimal" or "girlmagnet"}—select something somewhat professional). Most of these databases will notify you of an added scholarship to your profile or will just e-mail you the link to that scholarship. IT IS UP TO YOU TO DETERMINE IF THAT SCHOLARSHIP IS WORTH APPLYING!

15. Make a folder on your favorites menu that says Scholarships and begin to mark or save the scholarship in which you want to apply. BE SURE YOU LOOK AT THE DEADLINES AND MAKE A CHART (PAPER/OR COMPUTER) THAT LIST APPLICATION DEADLINE. Also there is an excel spreadsheet template on the Scholarship page that you can use and a short video on how to use it.

16. What is the difference between a Key Word Search and a profile? A key word search is for specific topics or majors to search by.

17. Example Profile: From the Scholarship menu select State Scholarships. The first link on this page is the Arkansas Scholarship Connection-Fund My Future. Try out the profile to gain Arkansas specific information. Again, IT IS YOUR RESPONSIBILITY TO RESEARCH THESE SCHOLARSHIPS AND APPLY BY THE APPROPRIATE DEADLINE

## **OCTOBER - DECEMBER**

1) Attend a College Fair in your area and take the admissions questions we discussed earlier and ASK THE RECRUITER. Take a fall visit to the college

2) Be sure you pick up all admissions and scholarship information as well as a catalog. Some colleges have the admissions and scholarship information included on one form, some have separate forms, and some ask you to actually be admitted before giving you the information on how to apply for internal scholarships. Get to know the recruiter for your college choice. He/she can help you with a large number of things in this process.

- 3) Complete your essay for admission—if required and ask for recommendation letters by using the form provided in the site. Most of the time the recommendation letter or letter of reference has to be mailed directly to the college, so it is very courteous of you to provide the person writing the recommendation letter with a stamped envelope addressed to the appropriate place.
- 4) Choose wisely as to the people you request to write a recommendation letter and be sure you give the person at least 2- weeks' notice on the deadline for the letter.
- 5) Send in your Admissions Application and Scholarship Application if required. BE SURE YOU LOOK FOR EARLY ADMISSION DEADLINE.
- 6) Some schools will wave the application fee if you submit the forms online
- 7) Be sure you are checking with your counselor concerning scholarships. Check the weekly announcements, announcements on the Web and bulletin board. There will be some scholarships that say "See your counselor for application."
- 8) Make sure you are meeting the deadlines
- 9) If you want to search for scholarships without submitting a profile in a database then look at the individual scholarship page and the minority scholarship page.
- 10) Make sure you allow yourself some time over the Christmas and Thanksgiving Holidays to work on scholarship applications, essays, and admissions forms.
- 11) Register for the December tests if needed. Reminder that you need a 19 in all sub categories to avoid taking remedial college courses. If you have tried several times then speak to the admissions recruiter at the specific college and ask them about taking a compass or asset test.
- 12) Make copies of everything you send!

## **JANUARY - MARCH**

1. On October 1st the FAFSA Free Application for Federal Student Aid opens. This application is very important. Colleges won't tell you that you have to fill this out—But basically you have to fill this out. This form determines the amount of aid you can possibly receive.

There are 4 different categories of funding:

- Internal (offered from the college usually merit-based can have need base element)
- External (national, state and local scholarships both need and merit based Military related scholarships are also in this category)
- Aid (Federal and State grant and aid mostly need based)
- M&D (This comes from Mom and Dad's pocket) Hint: Mom and Dad will be more receptive to dish out the all-important spending money if you get all of your college paid for through scholarships!!!

2. If you want to find out an estimate of if you will qualify for financial aid, go to the Financial Aid page in Tasseltime and choose one of the links to calculate you EFC score.

3. Fill out the FAFSA form online. This is a free form. Many accountants have experience with the FAFSA. The online help is exceptional—it has a step by step tutorial (the form becomes available in October).

4. If you have special circumstances, you must file the form first and then talk with the specific financial advisor and the college of your choice. The head of financial aid is the ONLY person who can take care of special circumstances.

5. Be sure you are meeting all of your application deadlines. The Challenge and Governor's Applications are available in your YouUniversal portal starting in October (Arkansas). Many of the final admissions deadlines are in February and March. Be sure you have submitted the forms on time.

6. There are no "Do-Overs" on deadlines.

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7. Make sure that your 7- semester transcript is being sent to the colleges of your choice. Find out if the college is going to request it directly from the school or if you are responsible to get a copy and send it.

8. Find out if you can take the ACT/SAT to continue to try for more scholarship money. This is up to the individual college's requirements.

### **APRIL-JUNE**

1. If you plan to fill out your FAFSA, make sure you have submitted FAFSA by the appropriate deadline.

2. If you are going to apply for Challenge, make sure you have submitted Challenge application. Although the deadline is not until summer, IT IS VERY WISE TO SUBMIT IT ASAP.

3. Make sure an 8- semester transcript gets to the college. Again, find out if your college choice is going to directly request it from the school or if it is your responsibility to see that it is mailed.

4. If you have been offered several scholarships to different colleges, respond to all college/scholarship offers appropriately. Let all of the colleges know of your plans. This allows other students who are on a waiting list to also find out ASAP.

5. If you are still needing that magic 19 in a certain area or are trying to push for that one last try at a higher score, find out if your college choice will allow you to update your scores with the April or June test results.