

College Timeline Admissions

June-July

- ☐ [Register for SAT/ACT](#) as needed
 - ☐ Deadline to Register for August SAT (7/26)
 - ☐ [Study for SAT](#)
 - ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Complete “Game Plan” in Naviance to assist with post high school goals
- ☐ To Discover Careers/Majors
 - ☐ Complete “Strength Explorer in Naviance
 - ☐ Complete “Career Profiler” in Naviance
 - ☐ Determine potential careers/majors
- ☐ Research potential colleges
- ☐ Create List of “Colleges I’m Thinking about” in Naviance
 - ☐ Discuss with families your **budget** for applications and the option of visiting your schools
 - ☐ Determine how many colleges you will be able to afford to apply to. (CSU = \$70 per campus, UC = \$70 per campus)
 - ☐ fee waivers are determined in application if approved, you get 4 campuses
 - ☐ You are NOT guaranteed a fee waiver.
- ☐ Create “college email”
 - ☐ You need a personal email (not Helix email) for all your college contacts. Make sure it is APPROPRIATE/Professional
 - ☐ You should forward this email to your Helix email so that you do not have to check both daily
 - ☐ Create a folder in this email for each college campus you apply to attend
- ☐ Complete “Resume” of activities, Awards and Honors completed during high school years.
- ☐ Create [College Accounts Document](#) to store all college usernames, passwords and IDs for easy access.
 - ☐ Great idea to link site on this page as well.

August

- ☐ [Register for SAT/ACT](#) as needed
 - ☐ Deadline to Register for September ACT (8/16)
 - ☐ [Study for SAT](#)

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- ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Take SAT (8/24)
- ☐ Keep a college application folder with all paperwork.
 - ☐ copy of transcript with A-G courses highlighted and UC/CSU GPA calculated
 - ☐ You need a copy from ALL schools attended.
 - ☐ Any other high schools (even if just summer)
 - ☐ All Colleges (can use a printout from webadvisor, do not need official)
- ☐ Create a list of “Colleges I’m Applying to” in Naviance
 - ☐ This should ONLY be schools that you are ABSOLUTELY applying to. Leave on “thinking about” list until sure.
 - ☐ If something happens that you do not submit an application, be sure to remove from your list.
 - ☐ This page should be a list of ONLY the schools you ACTUALLY submitted an application to be admitted.
- ☐ [UC applications](#) open (8/1)
 - ☐ attend Club College to get assistance in completing application
 - ☐ Application should be completed BEFORE finalizing PIQ responses to ensure you are providing NEW information.
 - ☐ you may fill out an application, but cannot submit until 11/1
 - ☐ Application should be checked by a Club College person before submitting to lessen the chance of denial due to common errors.
- ☐ [Common Application](#) open (8/1)
 - ☐ Used for many private colleges/universities
 - ☐ Application should be completed BEFORE finalizing essay responses to ensure you are providing NEW information.
 - ☐ Seek out assistance at Club College
- ☐ Request letters of recommendation from teachers **ONLY** if required (*Do not just request letter “in case”. Writing a good letter takes time and energy and you should only be requesting those that you need and will use.*)
 - ☐ Complete Letter of Recommendation/Brag Sheet Survey in Naviance before sending a request to a teacher or counselor
 - ☐ Request EARLY
 - ☐ Allow a minimum of 10 school days for the letter to be written if you want a good letter.
 - ☐ More time is better

College Timeline Admissions

- ☐ Let the recommender know what you would like them to focus on.
- ☐ NO LETTERS ACCEPTED for California Public Universities (UC/CSU)
 - ☐ **DO NOT ASK FOR THEM**

- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships

September

- ☐ Deadline to Register for October SAT (9/6)
- ☐ Take ACT (9/14)
- ☐ Deadline to Register for October ACT (9/20)
 - ☐ [Study for SAT](#)
 - ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Complete final version of personal insight question responses if required for application
 - ☐ Applications should be completed BEFORE finalizing responses.
 - ☐ UC/Common Application/others
 - ☐ Club College can help with content
 - ☐ Writing Lab can help with format and editing
- ☐ Submit Private and out of State School applications as soon as possible
 - ☐ Check emails weekly for communication from Campus. Respond quickly and completely.
- ☐ Complete UC application (ready to submit) MUST wait until November 1st.
 - ☐ Have it checked NOW to make any and all changes. Do not WAIT until November when everyone will be waiting in line to get checked.
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
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October

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- ☐ [CSU Application](#) opens (10/1)
 - ☐ Attend Club College to have application reviewed BEFORE submitting
 - ☐ Submit applications ASAP
 - ☐ Check emails weekly for communication from Campus. Respond quickly and completely.
- ☐ [FAFSA/Dream Act](#) available: (10/1)
 - ☐ Complete as soon as possible for FAFSA only
 - ☐ [FSA ID](#) Needed for student and ONE parent
 - ☐ Must have a Social Security Number to get FSA ID
 - ☐ If parent does not have a Social Security Number, they cannot get an FSA ID and must submit signature by mail. TIN# does not count.
- ☐ Take SAT (10/5)
- ☐ Deadline to Register for November SAT (10/3) (Make sure colleges will accept)
- ☐ Take ACT (10/26)
- ☐ [Study for SAT](#)
- ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Send Thank you notes to people who provided letters of recommendation
- ☐ Update “Colleges I’m Applying to” list
 - ☐ Update application status in Naviance
 - ☐ Remove any schools you did not or will not be submitting applications to.
- ☐ Set up College Portal as directed by email from campuses to which you applied.
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
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November

- ☐ UC application open for submission
 - ☐ Attend Club College to have application reviewed before submission
 - ☐ Should already be done. Wait times can be long this month for getting checked, but definitely worth the wait.
 - ☐ Submit ASAP

College Timeline Admissions

- ☐ Deadline 11/30
 - ☐ Submission deadline is during Thanksgiving break. There will not be any Helix staff around to assist you.
 - ☐ Be careful, application site tends to crash last week of November. Submit EARLY!
- ☐ Deadline to Register for the December SAT (11/8) (Make sure colleges will accept)
- ☐ Deadline to Register for December ACT (11/8) (Make sure colleges will accept)
 - ☐ [Study for SAT](#)
 - ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Take SAT (11/2)
- ☐ Update Application Status in Naviance
 - ☐ Be sure list is ACCURATE and COMPLETE
- ☐ Set up College Portal as directed by email from campuses to which you applied.
 - ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines.
- ☐ Apply for scholarships
 - ☐ Check Naviance
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December

- ☐ Verify that official test scores have been ordered/sent to all colleges applied to
- ☐ [Study for SAT](#)
- ☐ Study For ACT
 - ☐ Naviance Test Prep
- ☐ Take SAT (12/7)
- ☐ Take ACT (12/14)
- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines.
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb

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- ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships

January

- ☐ Check college portals weekly: to do list/application status
 - ☐ Request Mid-Year (7th Semester) Transcripts **IF** college asks for them through Naviance
 - ☐ Be sure to get items submitted BEFORE deadlines.
- ☐ Update Naviance “Colleges I’m Applying to”
 - ☐ Remove any schools you did not submit an application
 - ☐ Be sure submission status is accurate for colleges that you did submit
 - ☐ Update Results as they come in.
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships

February

- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines.
- ☐ Update Naviance “Colleges I’m Applying to”
 - ☐ Remove any schools you did not submit an application
 - ☐ Be sure submission status is accurate for colleges that you did submit
 - ☐ Update Results as they come in.
- ☐ Apply for scholarships
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March

- ☐ Review admissions decisions

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- ☐ Rank order your choices
- ☐ Calendar ALL deadlines for colleges you are considering attending
- ☐ Check Portal or Financial Aid site for Financial Aid offer
- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines
- ☐ Apply for scholarships
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 - ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships
- ☐ Update Naviance “Colleges I’m Applying to”
 - ☐ Remove any schools you did not submit an application
 - ☐ Be sure submission status is accurate for colleges that you did submit
 - ☐ Update Results as they come in.

April

- ☐ Evaluate financial offers
 - ☐ Turn in any required forms ASAP
- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships
- ☐ Update Naviance “Colleges I’m Applying to”
 - ☐ Remove any schools you did not submit an application
 - ☐ Be sure submission status is accurate for colleges that you did submit
 - ☐ Update Results as they come in.

College Timeline Admissions

- ☐ Make final college attendance decision
- ☐ Complete Statement of Intent to Register (SIR) when decision is made
 - ☐ Often requires a deposit

May

- ☐ DEADLINE to submit SIR (5/1) Statement of Intent to Register
 - ☐ Often requires a deposit
- ☐ accept financial aid offers
- ☐ apply for housing
 - ☐ Often requires a deposit
- ☐ sign up for orientation
 - ☐ Often requires a deposit
- ☐ Complete graduation Survey (Naviance): to send transcript to college before deadline
- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines
- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
 - ☐ Evaluate scholarship sites carefully
 - ☐ never give money/social security number or other private information to find out about scholarships
- ☐ Update Naviance “Colleges I’m Applying to”
 - ☐ Remove any schools you did not submit an application
 - ☐ Be sure submission status is accurate for colleges that you did submit
 - ☐ Update College Attending

June

- ☐ Graduation (6/4)
- ☐ Check college portals weekly: to do list/application status
 - ☐ Be sure to get items submitted BEFORE deadlines

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- ☐ Apply for scholarships
 - ☐ Check Naviance
 - ☐ Register with and check Fastweb
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- ☐ Attend S.P.A.C.E. Program as needed for assistance with college registration