

Checklist



Senior Year – 12th Grade

FALL / WINTER

- **Select colleges** if you have not already done so. Students applying to schools other than Pensacola Junior College and The University of West Florida should apply to at least 2 – 3 schools due to competitive admissions.
 - **Consider college characteristics** (majors and educational programs, degrees offered, admission policy, location and size, costs and financial aid, accreditation, campus activities, and support services) in making the decision where to apply.
 - **Compile information from several sources** (internet/websites, college catalogs, counselor, parents, teachers, etc.). The FACTS.org website is an excellent resource for matching students' interests and needs with colleges and universities. The Guidance Office has a large number of college catalogues and other college-related information available. Make an appointment to see your counselor if you are having difficulty locating colleges that meet your needs.
 - **Visit college campuses if needed.** Students are allowed a total of 3 days during the junior and senior year of high school to visit colleges and universities. Permission forms are available in the Guidance Office. College visitation days do not count as absences for exam purposes.
 - coordinate with the admissions office and arrange to spend the night on campus) and update your campus evaluation results
 - **Improve your grades and ACT and/or SAT scores** to strengthen your college application and increase your opportunity for college admission and consideration for scholarships, honors programs, honors housing, etc.
- **Prepare and submit application packages.** Review deadlines and requirements, such as test scores, high school transcripts, essays, and recommendations.
 - Schedule individual conferences with counselor and confirm academic eligibility status
 - Give teachers, employers, counselor, and other adults at least two - three weeks to complete the recommendations forms. Include a stamped, addressed envelope for each letter if possible.
 - Transcript Request Forms are available in the Guidance Office. Forms may also be downloaded from the Guidance web page. Transcript requests are normally processed on Thursdays.
 - Complete online applications.
 - Consider early applications. At many top schools, over 50% of incoming freshmen apply this way.
- **Take or retake the ACT and/or SAT.** These tests are mandatory for admission to most colleges. The CPT (College Placement Test) is accepted by PJC, however,



students should also take the ACT and/or SAT since scholarships may require these test scores.

- **Register early for the next available ACT and/or SAT** if you have not taken one of these tests or if you need to improve your scores. Registration materials are available in the Guidance Office. You may also register online.
- **Prepare for the ACT and/or SAT.** Free online practice tests are available from ACT, Inc. and Collegeboard as well as other websites. See the Guidance webpage for links to these resources. Complete the practice tests available in the Guidance Office. Purchase test preparation books in local bookstores and/or online.
- **Review Bright Futures Scholarship Program eligibility.** Remember that this scholarship is not competitive. All students meeting the eligibility criteria may receive a Bright Futures scholarship. See your counselor if you have questions.
 - Earn the highest possible grades in the subjects that are used to calculate the Bright Futures grade point average (English, American government, economics, mathematics, science, Spanish, creative writing, social studies electives, and technical classes).
 - Complete and provide documentation of at least 75 hours of community service to your counselor if eligible for the Academic Scholars Award.
 - Retake the ACT and/or SAT to improve your test scores. Remember that many colleges and scholarship programs consider the best composite score that is calculated based upon all of the administrations of the test. To find your best composite ACT score, write down the best score you have on any ACT test you have taken for each of the following subtests: English, Reading, Mathematics, and Science. Average these four scores to find your best composite score. For the SAT, add your two best Critical Reading and Math subtest scores together to find your best composite score.
 - ACT Example: September: English 21 Mathematics 19 Reading 20 Science 16 Composite 19 October: English 18 Mathematics 21 Reading 22 Science 19 Composite 20 Best: English 21 Mathematics 21 Reading 22 Science 19 Composite 21
 - SAT Example:
September: Critical Reading 540 Math 660 Composite 1200
October: Critical Reading 600 Math 620 Composite 1220
Best: Critical Reading 600 Math 660 Composite 1260
 - Complete the Florida Student Financial Aid Application online after December 1. This is necessary to verify students' legal name, Social Security number, date of birth, etc. No financial information is required.
- **Student athletes must register with the NCAA Clearinghouse** to participate in college NCAA DI, DII sports programs. Submit transcript requests to the Guidance Office as soon as you register.
- **Locate and apply for scholarships.**
 - Register with the free FastWeb.com scholarship search service. Investigate other free online scholarship search services, such as Collegeboard, Peterson's, etc.



- Review scholarship books in the Guidance Office and Media Center. Purchase books in local bookstores and/or online. Check with your employer and/or your parents' employers, credit union, etc. for available scholarships.
- Contact colleges to learn about available scholarships. Apply early.
 - Visit the Guidance Office to learn about additional scholarship opportunities.
 - For all scholarships, pay attention to deadlines and application requirements.
 - **Participate on high school athletic teams** varsity level
 - **Participate in off school season programs** in your sport
 - **Keep record of ALL academic and athletic achievements** and statistics and update resume
 - **Ensure that all NCAA eligibility required work will be met** by the end of the school year
 - **Avoid senioritis** keep grades up and even take some more challenging courses
 - **Begin to eliminate colleges** that don't rank well on your Evaluation worksheet
 - Keep up your fitness/strength and conditioning program through Winter Break

SPRING

- **File the FAFSA after January 1**, but before the earliest college deadline. The FAFSA is required for all students to be considered for financial aid. It is also required for all federally funded parent loans. Applying online is preferred. Applications will also be available in the Guidance Office. Apply early to maximize your chances for receiving financial aid.
- **Submit the PROFILE if requested** by the college or university. The PROFILE is another financial aid application that is required by some colleges and universities (usually private institutions). The college or university will advise you that the PROFILE needs to be submitted.
- **Continue to identify and apply for scholarships.**
- **Provide your guidance counselor with requests for mid-year senior grades**, if required by a college or university.
- **Wait for college admissions decisions and financial aid award letters.** Choose the college that best meets your personal academic goals and financial needs. Many schools have an early May deadline to accept or decline offers of admission. Some may require a deposit to reserve a space in the freshman class.
- **Notify your counselor when you make a decision.** Notify all colleges immediately.
- **Request that your transcript be sent** to the college or university you will attend.
- If you've submitted your Application, begin applying for various other available scholarships
- **Stay on top of the process.** Monitor all required application, teacher recommendation and transcript deadlines. Get teacher/coach recommendations.



- **If applying for financial aid**, make sure you have filed the CSS PROFILE if it is required by the colleges you plan to apply to.
- Make sure you have **registered for a PIN number for your FAFSA filing**. Also, one of your parents must request a PIN number as well.
- Financial aid awards may not be made final until the following forms are completed and sent to each college: FAFSA, CSS/Profile (if required), each college's institutional financial aid forms (if required), and copies of Federal tax returns. The rule is follow up! We have submitted FAFSA's only to find out later that the school never received it. **The system isn't perfect so, again, a few weeks after the forms and applications have been filed, please follow up!** We ask that you start to gather up your tax documents, as it is very important that you have your completed tax returns to us no later than March 15th. Tax returns received after the 15th may cause delays in your student receiving their final financial aid awards.
- **Deliberate / Wait**
- **If you've already submitted your FAFSA**, review the Student Aid Report (SAR) for accuracy and completeness
- **Evaluate acceptance letters**
- **Evaluate and compare financial awards**
- **Use your college evaluation worksheet to compare schools** that have accepted you.
- **Make last minute visits** if you haven't already
- If applicable and if available, **negotiate for other grants/aid/scholarships**
- **Schedule and retake any required SAT/ACTs** and if applicable, take any advanced placement tests for which you qualify
- **Update your player profile/resume and send to coaches** with an appropriate cover letter and Spring schedule if not already recruited
- Review grades

Here are a few hints about college interviews:

- Dress in clean, pressed casual clothes. Avoid jeans. There is no need to wear a suit.
- Be prepared. Take a transcript and resume with you.
- Take advantage of this opportunity to **personalize** and update your application.
- Be yourself. Don't try to be what you think the college wants.
- Follow up the interview with a thank you note.



For seniors

Are you completing a high school course by correspondence? Here are a few reminders regarding correspondence courses:

- Verify with your counselor the date by which you must complete the correspondence course and final exam. Many schools set May 1 as the deadline.
- Schedule adequate time for processing the necessary paperwork to take the final exam.
- Ask your school counselor or registrar how correspondence courses and grades will be reflected on your transcript.

For parents

Your student might be looking for short-term college entrance exam test preparation. The four frequently chosen systems for college entrance exam test preparation are:

- **Books**
Many books are published to assist students with practice questions for both the ACT and SAT.
- **Computer Software**
If your teenager enjoys the interactive nature of computers, then they may prefer to use test preparation software.
- **Internet**
Encourage your child to take the College Board's [SAT Question of the Day](http://www.collegeboard.com/apps/qotd/question) www.collegeboard.com/apps/qotd/question Also, Thomson-Peterson's **Word of the Day**, www.petersons.com/testprep/word_of_the_day.asp
- **Classes**
If your child prefers classroom instruction, you may find that test preparation classes are more helpful. Some familiarization with test format and instructions is always a wise choice before test day. Remember that the booklets that accompany ACT and SAT registration materials offer free sample test questions. Call us for a list of our recommendations in your area.

Congratulations! Enjoy your high school Senior Prom and have a very happy and safe Graduation. Remember that while August may seem a long way off right now, your first day of college practice will roll around very quickly, so have a terrific summer but remember to keep your strength and conditioning program up throughout the summer months. And stay in touch with your new college coach.