

RHS's College Bound Student Checklist

Prepared By: RHS Counseling Department

Freshmen/Sophomores:

- ☐ ***Keep your grades up! Your Grade Point Average (GPA) and ACT/SAT scores are the two most important factors in college admission.***
 - ☐ Meet with your guidance counselor to discuss classes and available activities.
 - ☐ Use www.careercruising.com to research potential careers. (Username: Ric-your student number; Password: Date of Birth (with leading zeros)). Note: Don't forget the hyphen between Ric and your student number).
 - ☐ Plan which classes to take for the next four years. Challenge yourself to take more difficult courses.
 - ☐ Use www.khanacademy.org to prepare for the PSAT or www.number2.com to prepare for the ACT.
 - ☐ Take the PSAT 8/9 and PSAT 10.
 - ☐ Join clubs and activities in your area of interest. Take leadership positions when possible.
 - ☐ Start building relationships with your favorite teachers, counselors and activity advisors who can write recommendations and serve as mentors later.
 - ☐ Discuss saving for college with your parents/family.
 - ☐ Search for scholarships on www.careercruising.com and www.fastweb.com.
 - ☐ Research and attend summer programs in your area of interest.
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Juniors:

- ☐ ***Keep your grades up! Your Grade Point Average (GPA) and ACT/SAT scores are the two most important factors in college admission.***
- ☐ Take the most challenging courses you can. Doing so will show admissions offices that you can compete on a college level.
- ☐ Research prospective careers/colleges. Use www.careercruising.com (Username: Ric-your student number; Password: Date of Birth (with leading zeros)). Note: Don't forget the hyphen between Ric and your student number).
- ☐ Visit prospective colleges' web sites.
- ☐ ***Meet with college representatives visiting RHS.***
- ☐ Attend college fairs and speak to campus reps.
- ☐ Explore financial aid options and college planning with your parents/family.
- ☐ ***Register, prepare for, and take the PSAT.***
- ☐ Use www.khanacademy.org to prepare for the PSAT and SAT or www.number2.com to prepare for the ACT.
- ☐ Take SAT/ACT prep classes.
- ☐ Go to www.careercruising.com and www.fastweb.com to search for scholarships.
- ☐ Take leadership roles in clubs, activities and other volunteer and service organizations.
- ☐ ***Take the SAT/ACT in the spring.***
- ☐ Strengthen your relationship with teachers, advisors, or counselors whom you may want to have write your recommendations.
- ☐ Research summer programs in your area of interest. Ask your counselor or teachers whether they know of any opportunities. Use www.fastweb.com to search for internships in your area.
- ☐ If you may qualify for an athletic scholarship, register with the [NCAA Eligibility Center](http://www.ncaa.org).
- ☐ Review interests, skills, and explore career fields.
- ☐ Check your high school transcript for accuracy.
- ☐ Make a list of schools with programs suited to your interests.
- ☐ Research admission requirements and application deadlines.
- ☐ Research financial aid and scholarships application deadlines.
- ☐ Take the M-Step high school test.
- ☐ Visit campuses of interest, talk with faculty, administrators, and students.

Seniors:

September

- Register to re-take the October SAT on www.collegboard.org or ACT on www.actstudent.org, if necessary.
- Use www.khanacademy.org to prepare for the SAT or www.number2.com to prepare for the ACT.
- Request [letters of recommendation](#), especially if you are applying early.
- Continue to visit campuses and interview with college admissions representatives.
- Understand the difference between [Early Decision and Early Action](#).
- Create a chart of deadlines for college applications. Pay particular attention to early decision, early action, and preferred application deadlines. **You will need to look up this info with the individual colleges to which you are applying. We recommend submitting all applications by October 31.**
- Work on your [college essays](#), if required.
- Assume a leadership position in an extracurricular activity.
- Keep your grades up.

October

- Re-take the SAT and/or ACT, if necessary.
- **Submit the [FAFSA](#) (Free Application for Financial Aid).**
- Continue to research schools to [narrow your list](#) to roughly 3 - 6 schools.
- Take advantage of college fairs and virtual tours.
- **Complete your applications if you are applying early decision. We recommend completing all applications by October 31.**
- Use www.parchment.com to request your high school transcript be sent to your choice colleges.
- **Be sure your SAT and/or ACT scores have been sent directly to your chosen colleges.**

- Research financial aid and scholarships. Use www.careercruising.com and complete the financial aid selector. Do your parents' places of employment offer college scholarships for employee's children?
- Keep track of all application components and deadlines: applications, test scores, letters of recommendation, and financial aid materials. An incomplete application will ruin your chances for admission. **Again, it is your responsibility to check out these deadlines with the colleges to which you are applying.**

November

- Register for the December SAT or ACT, if necessary.
- Take the November SAT or ACT, if necessary.
- Keep your grades up! Senior slump can be disastrous for your admissions chances.
- Make sure you've submitted all components of your applications if you are applying to colleges with November deadlines for early decision or preferred application.
- Continue to research scholarships.

December - January

- Complete your applications for regular admissions.
- Make sure you've had your test scores sent to all colleges that require them.
- Confirm that your letters of recommendation have been sent, if required.
- If you are accepted to a school through early decision, be sure to follow directions carefully. Submit required forms, and notify the other schools to which you applied of your decision.
- Continue to focus on your grades and extracurricular involvement.
- Have midyear grades sent to colleges, if required. Continue to keep track of all deadlines and application components.
- Continue to research scholarships. Apply for scholarships well in advance of deadlines.

February - March

- ❑ If you submitted the FAFSA, you should receive the [Student Aid Report](#) (SAR). Carefully look it over for accuracy. Errors can cost you thousands of dollars. **Again, the FAFSA must be submitted by March 1. You will receive the SAR a few weeks after your submission.**
- ❑ Don't put off applying to schools with rolling admissions or late deadlines -- the available spaces can fill up.
- ❑ Register for AP exams.
- ❑ Keep your grades high. Colleges can revoke offers of admission if your grades take a nosedive senior year.
- ❑ Some acceptance letters may arrive. Compare financial aid offers and visit campus before making a decision.
- ❑ Don't panic; many, many decisions are not mailed out until April.
- ❑ Continue applying for appropriate scholarships.

April

- ❑ Keep track of all acceptances, rejections, and waitlists.
- ❑ If waitlisted, [learn more about waitlists](#) and move ahead with other plans. You can always change your plans if you get off a waitlist.
- ❑ Keep your grades up!
- ❑ If you have ruled out any colleges that accepted you, notify them. This is a courtesy to other applicants, and it will help the colleges manage their waitlists and extend the correct number of acceptance letters.
- ❑ Go to accepted student open houses, if offered.

May - June

- ❑ Avoid senioritis! An acceptance letter doesn't mean you can stop working.
- ❑ Most schools have a deposit deadline of May 1st. Don't be late! If needed, you may be able to request an extension.

- ❑ Prepare for and take any appropriate AP exams. Most colleges offer course credit for high AP scores; this gives you more academic options when you get to college.
- ❑ Use www.parchment.com to request your final transcript be sent to your chosen college.
- ❑ Send thank you letters to everyone who helped you in the application process. Let your mentors and recommenders know the results of your college search.
- ❑ Keep on top of procuring student loans. Notify your college if you receive any scholarships.
- ❑ Graduate. Congratulations!

July - August after Senior Year

- ❑ Read all mailings from your college carefully. Often important registration and [housing](#) material is sent in the summer.
- ❑ Register for your classes as soon as possible. Classes often fill, and registration is usually on a first-come, first-served basis.
- ❑ If you get your housing assignment, take advantage of the summer to get to know your roommate (email, facebook, the phone, etc). Figure out who will bring what. You don't need two TVs and two microwaves in your tiny room.
- ❑ Off to college!

College Application Process 1-2-3

1. Complete online admission application for choice school.
2. Request transcript through www.parchment.com
3. Be sure your SAT/ACT scores have been sent directly from the testing institution.

Special Situations

If you think you might qualify for an athletic scholarship, you must register with the [NCAA Eligibility Center](#) your Junior Year. Here is a timeline of things to do for this:

What Do I Need To Do?

- **Grade 9**
 - Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.
- **Grade 10**
 - Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.
- **Grade 11**
 - Register with the eligibility center.
 - Make sure you are still on course to meet core-course requirements (verify you have the correct number of core courses and that the core courses are on your high school's 48-H with the eligibility center).
 - After your junior year, go to www.parchment.com to have your high school guidance counselor send a copy of your transcript. If you have attended any other high schools, make sure a transcript is sent to the eligibility center from each high school.
 - When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
 - Begin your amateurism questionnaire.
- **Grade 12**
 - When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
 - Complete amateurism questionnaire and sign the final authorization signature online on or after April 1 if you are expecting to enroll in college in the fall semester. (If you are expecting to enroll

for spring semester, sign the final authorization signature on or after October 1 of the year prior to enrollment.)

- Use www.parchment.com to have your high school guidance counselor send a final transcript with proof of graduation to the eligibility center.