

CHECKLIST FOR STUDENTS, CLASS OF 2018

The college counseling program is designed to help you navigate your way through *your* college search and admission process. This is an important time in your life for self-discovery and genuine reflection on what is important to you. Think about your abilities, needs, and desires; be honest and self-aware during the college search, and let your “internal audit” -- not lists of college rankings – guide you!

FALL/WINTER 2016-2017

- When free, attend college meetings at HB with college admission representatives.
- Attend college receptions in Cleveland.
- Take the October 19, 2016 PSAT.
- Take the December 10, 2016 ACT and the January 21, 2017 SAT.
- Please read the College Handbook (students and parents!)
- Begin to gather information about colleges. Read your copy of The Fiske Guide to Colleges and The Insider’s Guide to the Colleges. Search for college information on www.collegeboard.org and www.unigo.com. Access individual college websites for specific information.
- Consult with coaches, arts teachers, etc. about your special talents and how to present them to colleges.

WINTER/SPRING 2017

- It is our expectation that you and your parents have read and discussed the HB College Handbook by the beginning of February, and that you will meet once per week to discuss the college process and review Forum materials.
- Attend Junior Forum to learn more about the various aspects of the college admission process. Complete your Junior Self-Inventory and turn it in before your first one-on-one counselor meeting. Complete your Biography and turn it in before your Family Meeting with your counselor.
- Begin (or continue) to gather information about colleges. Read your copy of The Fiske Guide to Colleges and The Insider’s Guide to the Colleges! Search for college information on www.collegeboard.org and www.unigo.com. Access individual college websites for specific information.
- Make a list of qualities that you will seek in a college; this will help you narrow your choices.

- Complete the Junior Resume, compose the Common Application Personal Essay draft, create an Activity Resume; turn in to the College Office.
- Visit colleges during Spring Break.
- Continue to discuss your college situation with your parents on a weekly basis; it is important that you, your parents, and your College Counselor communicate freely and frequently during the entire process.
- Meet with your College Counselor to discuss your individual situation.
- Discuss course selection with your College Counselor and your parents.
- Attend the CCIS College Fair in April. This is an excellent opportunity to get advice directly from college admission representatives.
- In consultation with your College Counselor, ask TWO faculty members (preferably one each from math/science and from the humanities) to be a recommender.
- Take the ACT again in February, April, or June (discuss timing with your College Counselor). Students on HB Educational Plans should work closely with Dr. Wonderly regarding registration.
- Take the SAT Test March, May or June (discuss timing with your College Counselor). Students on HB Educational Plans should work closely with Dr. Wonderly regarding registration.
- Take the SAT Subject Tests for which you are prepared in May or June (discuss timing with your College Counselor). Students on HB Educational Plans should work closely with Dr. Wonderly regarding registration.
- Sign up for and take any necessary Advanced Placement Tests. Students on HB Educational Plans should work closely with Dr. Wonderly regarding registration.

SUMMER 2017

- Visit as many colleges as possible.
- Request an on-campus interview if one is available (register for/arrange about one month or more before you plan to visit).
- Work on your applications so you can share essay drafts with your college counselor in September.

- Plan a productive summer -- work, volunteer, participate in a summer program, visit colleges, read about colleges, think about your essays. Colleges are interested in what you do with your time away from school.

FALL 2017

In the early fall of the senior year, you should begin to narrow your college choices to a reasonable list. The pace will move quickly given the myriad responsibilities you have as a senior. *Please be sure to plan your time well.*

- Meet with your College Counselor to review your individual situation; be prepared to talk about your college visits and your current thinking.
- Attend Senior Forum.
- Continue to visit colleges throughout the fall; take advantage of the October Senior Work Days (October 11-15) to work on applications and/or visit colleges.
- Attend College Rep Meetings for any of the colleges which interest you; visits from admission officers to HB are an important way for you to learn more about a college and to show your interest in that college.
- Narrow the list of colleges to which you will apply.
- Sign up for any ACT, SAT Reasoning Test and SAT Subject Tests you may need; consult with your College Counselor about which tests, if any, you should take.
- Send your scores to the colleges to which you are applying. You may designate a number of free colleges for automatic reports directly on your SAT Test, ACT or SAT Subject Tests registration forms. Additional score reports can be ordered online at the College Board and ACT websites.
- Make sure that you have two faculty members from academic subjects to write letters of recommendation for you AND ask them to do so.
- Submit the Secondary School Report Forms (“Orange Forms”) to the College Office; allow your College Counselor at least one month to prepare all of the forms.
- Complete your sections of the applications **and submit them (online, typically) in a timely fashion.** Other than your academic record, your essays are probably the single most important part of the whole process; make sure that you do your best work.
- Work with the College Office to polish your essays.
- Gather together financial aid forms for processing.

- Keep on top of merit scholarships for which you qualify.
- Keep your College Counselor informed.

SPRING 2018

- Notify your College Counselor as soon as you receive word from a particular college about its admission decision; consult with her about your impending decision.
- By May 1, notify the ONE college you plan to attend that you accept its offer of admission; you will have to make a deposit (this occurs earlier if you are admitted to a binding early decision program).
- Notify any college that has placed you on a waitlist as to whether or not you would like to stay on that list.
- Notify the colleges that have accepted you (but which you do not plan to attend) that you decline their offer of admission.
- Sign up for and take any Advanced Placement Tests; have your scores sent to the college that you plan to attend.
- Enjoy the remainder of your senior year!