<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 23, 2012</td>
<td>Junior Parent College Night at HB – dining hall</td>
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<tr>
<td>January 28, 2012</td>
<td>Take SAT Reasoning Test (regular registration deadline is December 30, 2011 at collegeboard.org). See separate information for testing program for junior and senior years.</td>
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<tr>
<td>Jan. - June, 2012</td>
<td>Junior Forums. The College Counselors will meet with students in small groups to discuss various aspects of the college process.</td>
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<tr>
<td>Jan. - June, 2012</td>
<td>Student and parent conferences with the College Counselors to begin the college process. Juniors must complete the Biography, and parents the Parent Questionnaire, before the family conference.</td>
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<tr>
<td>March, 2012 (Spring Break)</td>
<td>Visits to college campuses. Students and their parents visit colleges in which they have some interest. This is a good chance to gather information via tours and information sessions and, at some schools, to have an on-campus interview.</td>
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<tr>
<td>Spring, 2012</td>
<td>Student conferences with the College Counselors (if necessary) to complete course selection for the senior year.</td>
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<tr>
<td>April 23, 2012</td>
<td>CCIS College Fair and Case Studies at Hawken (Gates Mills campus)</td>
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<tr>
<td>Spring – Summer, 2012</td>
<td>Visits to college campuses. Students and their parents visit colleges in which they have some interest. This is a good chance to gather information via tours and information sessions and, at some schools, to have an on-campus interview.</td>
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<tr>
<td>September, 2012</td>
<td>Senior Parent Meeting. Parents meet as a group with the College Counselors to discuss the college process and the senior year.</td>
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<tr>
<td>October, 2012</td>
<td>College Weekend. Seniors have the opportunity to work on college application materials and visit colleges.</td>
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<tr>
<td>Sept. – Nov., 2012</td>
<td>Student conferences with the College Counselors. Students discuss impressions of summer visits, narrow their lists of schools, make sure that they have all the necessary application materials, ask faculty to write on their behalf, and complete ALL necessary information for the College Office.</td>
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<tr>
<td>Sept. – Dec., 2012</td>
<td>Senior Forums. The College Counselors meet with students in small groups to continue discussion of the college application process.</td>
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<tr>
<td>Sept. – Nov., 2012</td>
<td>College admission deans visit Hathaway Brown. Students have a chance to gather information directly from representatives.</td>
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Checklist for Students, Class of 2013

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 2011-2012

☐ When free, attend college meetings at HB with college admission representatives.

☐ Attend college receptions in Cleveland

☐ Take the December 2011 ACT exam and the January 2012 SAT Reasoning Test

WINTER/SPRING 2012

☐ It is our expectation that you and your parents will read and discuss the HB College Handbook, and that you will meet regularly 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.

☐ Meet with your Mentor (and possibly College Counselor) to do course selection after consulting with your parents.


☐ Make a list of qualities that you will seek in a college; this will help you narrow your choices.

☐ Complete the Common Application draft and the Junior Resume, compose the 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.

☐ Attend the CCIS College Fair and Case Studies on April 23, 2012. This is an excellent opportunity to get advice directly from college admission representatives.

☐ Consult with coaches, arts teachers, etc. about your special talents and how to present them to colleges.

☐ In consultation with your College Counselor, ask TWO faculty members (preferably one each from math/science and from the humanities) to be a recommender.

☐ Sign up for the SAT Reasoning Test, ACT and SAT Subject Tests. Students on HB Educational Plans should work closely with Dr. Wonderly regarding registration.

☐ Sign up for and take any necessary Advanced Placement Tests.

☐ Take the SAT Reasoning Test again in May or June (or March, whichever suits your schedule best -- discuss timing with your College Counselor).

☐ Take the SAT Subject Tests for which you are prepared in May or June (discuss timing with your College Counselor).

☐ Take the ACT again in February, April, or June.

SUMMER 2012

☐ 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 and short answer 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.
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 (long College Weekend) to work on applications and/or visit colleges.
- Attend College 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 Reasoning 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 Writing Center and 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.
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 send a check as a deposit (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!
Checklist for Parents, Class of 2013

WINTER/SPRING 2012

☐ Attend the Junior Parent College Night on January 22, 2012 at HB’s dining hall

☐ Read through the College Handbook and discuss it with your daughter.

☐ Discuss your daughter’s college aspirations directly with her. Be sure to discuss any financial aid concerns, if appropriate.

☐ Make an appointment for you and your daughter to discuss your daughter’s college situation with her College Counselor. Before this can happen she must complete her Junior Self-Inventory, have an individual appointment with her college counselor, and turn in her Biography. Parents should fill out the Parent Questionnaire, please. Family meetings should be made during your daughter’s free periods. The College Counselors are here to help; candid and frequent communications throughout the process will help us all!

☐ Make plans for college visits during spring break or summer vacation; if your daughter would like an on-campus interview, it is best to call the college at least one month in advance of your trip.

☐ Attend the CCIS College Fair and Case Studies at Hawken School on April 23rd with your daughter.

SUMMER 2012

☐ Visit as many colleges with your daughter as possible; the more you learn about particular colleges, the more you can help your daughter make important college decisions.

FALL/WINTER 2012-2013

☐ Attend the Senior Parent College Meeting in September.

☐ Make sure that your daughter is working on her applications throughout the fall; you should insist on knowing the deadlines she has to meet.

☐ Be on top of financial aid deadlines (FAFSA, CSS Profile, and/or individual school forms). Mail the completed forms or submit them online as soon as possible. Attend financial aid meeting sponsored by the CCIS in late fall/early winter.

SPRING 2013

Consult with your daughter’s College Counselor