

12th Grade Counseling Calendar

College applications are due in October/November; it is time to reap the rewards of your hard work!

August – September

1. Make a senior conference appointment with your counselor.
2. Use your Naviance account to research colleges based on your criteria (size, admissions, location, etc.) and create a **final** college list. Add all colleges to your “*colleges I’m applying to*” list with accurate type of application (regular/early/rolling). **If the college accepts the Common Application**, indicate if you are “Applying via Common App.”
3. Draft, revise, and finalize personal statement for UC and/or private school applications (not required for CSU).
4. Visit Naviance and check monthly for scholarship listings under the college tab.
5. If you are considering Early Action/Early Decision, talk with your counselor. You’ll need to enter the correct admission type in your Naviance college list and complete any required forms.
6. Prepare and register for ACT w/writing and/or SAT reasoning and/or Subject tests in Oct, Nov, and/or Dec. Send 4 free scores at registration **and send scores to ALL colleges to which you will apply**. SHS CEEB Code 052585. For **CSU**, use SAT code 3594 to send scores to **all** CSU’s or send official ACT to one CSU and use CSU Mentor Application Manager to share with other CSU’s. For **UC**, if you send official SAT or ACT scores to one UC campus, they will share with other UC campuses to which you apply.
7. Attend college rep visits in the College/Career Center and visit college campuses for tours.

October – December

8. Attend the SHS Counselor Senior Night Presentation in October, and pay close attention to the October Counselor presentations in your English Class.
9. Locate college admission and financial aid applications through Naviance and specific college websites.
10. **If a letter of recommendation from a teacher/counselor is required*** (letters are not required/accepted for CSU or UC; all Common Applications require a written evaluation by a counselor along with a Secondary School Report and transcript, check with each college for requirements.
 - a. Request a letter in person; allow at least 3 weeks prior to the date you need to turn in the application.
 - b. Complete your resume and provide a copy to your letter writers with a current unofficial transcript.
 - c. **To each letter writer**, submit any required paper forms, with stamped envelopes addressed to the college with no return address, for non-Common App. Colleges or scholarships that are not electronically submitted.
11. Complete CSU Application (10/1 – 11/30) <http://csumentor.org/>.
12. Complete UC Application (11/1 – 11/30) www.universityofcalifornia.edu/apply.
13. Complete private college applications (deadlines vary: November – March). Many use the Common Application. **Counselors are not available during January and February.**

14. If necessary, request official transcripts through Naviance to be sent to the colleges to which you are applying to during Christmas Break.

15. Financial Aid

- a. **Starting October 1** if required, complete the CSS Profile (financial aid for participating private colleges).
- b. Complete financial aid and scholarship applications for specific colleges via college applications.
- c. Attend Financial Aid Night on the SHS campus in November.
- d. Complete Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov . If you have not already, submit a Cal Grant GPA Verification Release form to Mrs. Stanger (Registrar).
- e. Obtain and complete applications for private colleges for scholarships and grants.

January – February

16. Request mid-year reports after 1st semester grades (private and/or out of state schools, if required).

17. After admission decision, compare offers and respond to college. Be sure **to follow all instructions** in the acceptance letter and **meet all the stated deadlines**. Contact undergraduate admissions at the college if you have any questions.

March – June

18. Apply for the SHS Community Scholarship in early March

19. Complete the Senior Survey in your Government/Economics class.

20. Order your final transcript through Naviance as part of the Senior Checkout process.