

# College Checklist: 9th-12th

<https://tinyurl.com/gtchscollegechecklist>

## Freshman Year - Career Exploration & Research

- Start thinking about life after high school - job/career, postsecondary plans, etc.
  - What jobs interest you?
  - What are the educational requirements for those jobs?
  - What is your plan for school after high school?
  - Does your plan match the educational requirements for the jobs you are interested in?
- Get involved in extracurricular activities, clubs, athletics, volunteer work.
  - Keep track of all activities by creating a resume (Naviance has a resume builder or you can use Google Docs).
- Create your Tallo profile <https://tinyurl.com/gtchstallo>
  - Tallo allows colleges and scholarship organizations to review student profiles
- Explore Naviance, our College/Career Readiness Platform - <https://student.naviance.com/greenvilleetc>
  - You will receive an email with your login information at the beginning of the year.
- Career Assessment - take a career assessment in Naviance
- Career Research - use Naviance to explore and research jobs; mark any job you are interested in as a "favorite."
  - What are your interests, skills, work values?
  - How do those match up to your list of jobs?
- Attend student/parent events related to college programs/majors, college admissions, financial aid, etc.
- Begin studying for the PSAT.
- Explore summer programs and job shadowing opportunities.
- Attend career fairs and/or industry tours.
- Individual Graduation Plan (IGP) - You will be scheduled to meet with your school counselor.
  - Discuss and set college and career goals.
  - Sketch out a 4 year high school plan.

## Sophomore Year - College Exploration & Research

- Continue to research career options.
  - Pay particular attention to post secondary educational requirements.
- Research colleges in Naviance - Using upon the educational requirements of jobs you are interested in:
  - Mark your top schools as a favorite & add them to your "Colleges I'm Thinking About" list.
  - Look at each college - does that institution meet your needs (major, campus life, size, location, etc.)?
- Study for and take the PSAT
  - Scheduled through GTCHS; Watch your email for testing date and details.
- Attend college and career fairs.
- Attend student/parent events related to college programs/majors, college admissions, financial aid, etc.
- Clubs, Activities, Athletics, Volunteering:
  - Continue your involvement.
  - Seek leadership opportunities.
- Update your resume and Tallo profile.
- Tour college campuses.
- Individual Graduation Plan (IGP) - You will be scheduled to meet with your school counselor

- Review (and update if needed) your college and career goals
- Review (and update if needed) your 4 year high school plan

## Junior Year - Preparing for College

### August - September

- Make a folder in your Google Drive and label it 'College'.
- Find out when ACT and SAT are offered. You will need to register about 6 weeks ahead of time. (You will take one of these tests in the spring at school, but it is a good idea to take both).
- Study for the ACT / SAT.
  - GTCHS School Counseling 'Test Prep' page: <https://tinyurl.com/gtchstestprep>
- Continue developing your resume. Use Tallo, Naviance, or Google Docs. List activities, jobs, volunteer work, awards, special training etc.

### September- October

- Sign up in September to take the PSAT NMSQT in October. Some scholarships use this score.
- Attend college fairs.
- Review your list of colleges that you are interested in:
  - Research the requirements for admissions. Do they have the major you want?
  - Read the freshman profile on each college's website.
  - Look on their websites and social media to get a feel for the school environment.
  - Plan to visit these schools in-person or virtually. <https://tinyurl.com/gtchscollegetours>
- Sign up to take either ACT or SAT in school. Watch for announcements via email and the Weekly Warrior.
- Sign up to take the other test on your own.

### November-December

- Are you interested in specific schools? Check out their majors and the course catalogs to find out what is required for the major.
- Individual Graduation Plan (IGP) - You will be scheduled to meet with your school counselor
  - Review (and update if needed) your college and career goals
  - Review (and update if needed) your 4 year high school plan and plan out senior year.
    - Keep in mind in general what classes your major will require. This will help with some decisions you will make during your IGP.

### January-February

- Keep studying for ACT / SAT.
- Research Scholarships: Keep a list of scholarships and due dates so that you are ready to apply in the fall.
  - <https://tinyurl.com/gtchsscholarships>

### March-April

- Take either the SAT or ACT at school.

### June - July

- You will be emailed your final junior year transcript. Save it in the 'College' folder in your Drive because you will use this when filling out college applications and applying for scholarships.
- Update your resume and Tallo profile.
- In a Google Doc:
  - List the colleges you plan to apply to with application deadlines.
  - Write rough draft answers to college essay prompts and short answer questions.
  - Research the college specific scholarships and list any deadlines for those applications.

# Senior Year

## August

- Attend College 101 Session.
  - Some applications open August 1st.
  - You may begin applying, but do not send requests for teacher recommendations or transcripts until you have completed the College 101 session.
- Update Naviance:
  - Colleges I'm Applying to List - add colleges you intend to apply to.
  - Resume - Update (or paste in link to Tallo Profile)
  - Test scores - We do not have access to these, please enter ALL SAT/ACT scores
  - Verify personal information
- ACT/SAT - keep studying and register for an upcoming testing date (if desired) <https://tinyurl.com/gtchstestprep>
- Application Platform Profiles - create your profile: Common Application, Coalition Application, individual college application platforms.
  - If using Common Application: Link Naviance to Common App <https://tinyurl.com/naviancecommonapp>
- Deadline organization - make a calendar of deadlines for:
  - College Applications
  - Scholarships
- Watch the Weekly Warrior, Senior Scoop, and the College and Career website for scholarship listings.

## September - October

- Applications -
  - Note short answer & essay topics; begin writing.
  - Naviance
    - Mark applications as "submitted" after each application is submitted.
    - Request initial transcript after marking the application as submitted.
  - Let your counselor know if the school you are applying to requires a written evaluation.
- Scholarships - note required materials and information; begin compiling information.
- Keep studying for ACT/SAT. <https://tinyurl.com/gtchstestprep>
- Finalize resume and Tallo profile.
- Ask teachers for letters of recommendation (**Ask at least two weeks in advance of any due dates**).
  - If consent is given, submit a letter of recommendation request via Naviance.
  - Email a copy of your resume and/or Tallo profile link to teachers.
- College Access Events - attend events as advertised to learn more about admissions and financial aid.
- Complete the FAFSA (and CSS Profile if needed).
  - FAFSA/CSS Profile information is used by colleges to determine financial aid packages.
  - The sooner this information is available to financial aid offices, the more money each college may be able to offer you!

## November - December

- Keep working on applications being mindful of deadlines (esp. early action and early decision)
  - Have your test scores sent to colleges from your ACT and CollegeBoard logins
  - Naviance- mark applications submitted and request your initial transcript
  - Check your college portals and make sure they have marked everything as received
- Transcripts and counselor documents will not be sent over the two week winter break. Plan accordingly.
- If you have not done so already, complete the FAFSA (and CSS Profile if needed).

- FAFSA/CSS Profile information is used by colleges to determine financial aid packages.

## January

- Make a list of schools that need mid-year transcripts and counselor forms. Not all colleges want mid-year forms, so they are not automatically sent. You will need to request these in Naviance.
- Keep applying for scholarships. Apply for any and all that you qualify for. <https://tinyurl.com/gtchsscholarships>
- If you have not done so already, complete the FAFSA (and CSS Profile if needed).
  - FAFSA/CSS Profile information is used by colleges to determine financial aid packages.

## February - Early April

- List your acceptances in Naviance and send Mrs. Anthony a picture of you with your acceptance letters for the Weekly Warrior.
- If you have not done so already, complete the FAFSA (and CSS Profile if needed).
  - FAFSA/CSS Profile information is used by colleges to determine financial aid packages.
- Keep track of financial aid package offerings.
  - Compare offerings to cost of attendance at each college.
- Select your college and mail in your deposit!
- Notify other colleges that you will be attending another institution.

## Late April

- Watch your email for important information and requests from the School Counseling Department.
- Senior Exit IGP with your school counselor - be prepared to:
  - Confirm college acceptance decisions
  - Confirm admissions decision
  - List all scholarships offered

## May

- Request your FINAL HIGH SCHOOL TRANSCRIPT using directions emailed to you.
- Request your FINAL GTC (college) TRANSCRIPT: [GTC Student Records Requests](#)
  - GTCHS cannot send your GTC transcript; you must request it independently.