

College Readiness Checklist

9th Grade Year:

- Build strong academic, language, mathematics and critical thinking skills by taking challenging courses.
- Study hard and get excellent grades to build a great transcript.
- Learn about graduation requirements for the different Indiana diploma types.
- Become involved in extra-curricular activities.
- Research colleges and universities that are of interest to you to see what their admissions requirements are.
- Begin thinking about how to save money for college.
- Research career interests @ www.learnmoreindiana.org -OR- <http://www.bls.gov/oco/>
- Attend Freshman Connection meeting with counselors.
- Meet with your counselor during the spring semester to set up 10th grade schedule.
- Take ECA exam for Algebra I or Biology (if taking these classes this year).
- Look for volunteer opportunities.

10th Grade Year:

- Remember that colleges and future employers will review your High School transcript.
- Take classes that ensure you remain on your chosen diploma track.
- Take PSAT Test in October.
- Take PLAN Test in October.
- Meet with counselor for sophomore conference.
- Revisit research of colleges or universities that are of interest to you.
- Begin exploring financial aid and scholarship options @ www.learnmoreindiana.org
- Attend Sophomore Connection meeting with counselors.
- Review PLAN report results individually and with your counselor.
- Review PSAT report results individually and with your counselor to determine strengths and weaknesses. College Board will help you develop a study plan through their website.
- Meet with counselor during spring semester to set up 11th grade schedule.
- Take ECA exam when you finish English 10, Algebra I or Biology (if taking these classes this year).

11th Grade Year:

- Start exploring your post high school possibilities. Write down your abilities, preferences, and personal qualities. Start keeping track of your high school resume for senior year.
- Begin your college search through university websites.
- Explore careers and majors available on college websites.
- Talk with friends, family, and teachers about their career experiences.
- Discuss your career possibilities with your high school counselor.
- Take PSAT in October.
- Use your fall break to visit some colleges.
- Find lists of colleges, majors, and careers right for you through “My Road” @ myroad.collegeboard.com
- Attend Junior Connection meeting with counselors.
- Plan on taking the SAT and/or ACT sometime during the spring semester. Links to register online for both the SAT and ACT tests are available on the CHS web page. Test dates for both the SAT and ACT are posted as well. You can also register for SAT @ www.collegeboard.org or you can register for the ACT @ www.act.org *Remember to register at least one month prior to actual test date!*
- Begin planning visits to colleges of interest to you. Juniors have one day they may use as a planned college visit day. Another good time to visit colleges is during your spring break or during summer break. Appointments can be made by contacting the admission’s offices at universities.
- During spring semester take the SAT and/or ACT test.
- Meet with your counselor to sign up for senior classes.
- Continue to challenge yourself academically with honors, dual credit and AP courses.
- Create and maintain a personal resume to use in the upcoming year for applications and scholarships.
- If you plan on playing a college sport, talk to your coach and ask for help in meeting college coaches. Register for initial-eligibility with NCAA @ www.eligibilitycenter.org
- Arrange productive summer activities. Stay active by working, volunteering, &/or community service..
- Ask your employer for a recommendation letter on letterhead that you can use during your senior year for applications or scholarships.

12th Grade Year:

- Attend Senior Conference with your counselor. Make sure you are meeting diploma track requirements.
- Sign up and take SAT and/or ACT in October or December if still needed.
- Attend Senior Connection meeting with counselors.
- Start your scholarship search. Go to <http://www.fastweb.com/> and check with colleges and universities to see what financial scholarship opportunities are available to you.
- Apply online to colleges and universities.
- Visit colleges you are interested in. Seniors have three school days available to visit colleges.
- Attend college representative visit presentations at CHS=schedules for these visits are posted in the guidance office.
- If you are planning to play a sport in college, register with NCAA @ www.eligibilitycenter.org
- Complete college applications no later than Halloween. Request transcripts as needed from the guidance office.
- Get required recommendations (allow 2 weeks). Follow up with a “Thank You” to that person. Try to obtain recommendation letters from people who see you in different capacities such as an employer, coach, teacher, youth group leader, volunteer coordinator; etc. Show what makes you special outside of being a student: community service, outside school activities, honors, jobs, special skills. It is important to get a recommendation from an academic teacher that you have impressed with your hard work, intelligence, creativity, and ability to think about complex topics.
- Attend Senior Parent Financial Aid night.
- Apply for your FAFSA pin number in December by going to www.pin.ed.gov This allows you to complete your FAFSA on their website on January.
- Attend FAFSA Help Day at CHS.
- Attend Local Scholarship Meeting.
- Submit completed local scholarships to the guidance office.
- Complete and submit FAFSA by March deadline.
- Request transcripts from Guidance office for colleges who require 7th semester grades.
- If you did not pass a required class 1st semester of your senior year, please see your counselor **immediately** to update your 2nd semester schedule.
- Inform guidance office of colleges/universities you have been accepted to.
- Inform guidance office of scholarships you receive.
- Tell guidance which college/university to send your final transcript to.
- Carefully read all orientation and registration materials provided by your chosen college/university.