

## 12<sup>th</sup> Grade Checklist for Applying to Four-Year College

1. Visit the [12<sup>th</sup> Grade College Counseling Calendar](#) on the *Seniors* page of the Counseling website and make note of all the important dates that apply to you.
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* (regular/early/rolling) of application. **If the college accepts the Common Application, indicate if you are "Applying via Common App."**
3. If you are considering **Early Action/Early Decision/Early Restrictive Action**, talk to your counselor. You'll need to enter the correct admission type in your Naviance college list and complete any required forms by **Sept. 29, 2017 for any Oct. or Nov. 1 deadlines**.
4. Prepare & 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. CCA CEEB Code: 050893. For CSU, use SAT code 3594 to send scores to all CSUs OR send official ACT to one CSU and use Cal State Apply Application Manager to share with other CSUs. For UC, if you send official SAT or ACT scores to one UC campus, it will share with other campuses to which you apply.**
5. Attend college rep. visits in the College & Career Center and visit college campuses for tours.
6. Attend the CCA [12<sup>th</sup> Grade Presentation](#) in September.
7. **If a letter of recommendation or School Form from a teacher and/or counselor is required\*** (\*letters are **not** required/accepted for CSU or UC- accept upon request from a specific UC campus; **all** Common Applications require a **Secondary School Report, with transcript included, to be submitted by your counselor. Check with each college for requirements re: Academic and Supplemental Teacher Evaluations.**)
  - a. Request a letter in person, allow **at least 3 weeks**. **CCA regular decision request deadline is Oct. 30, 2017.**
  - b. Complete your Brag Packet and add your teacher(s) under "*letters of recommendation*" in the Colleges tab in Naviance.
  - c. **To each evaluator**, submit a FERPA, and 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.
8. Attend CSU Application Workshop and complete CSU Application (10/1 – 11/30) <https://www2.calstate.edu/apply>
9. Draft, revise and finalize Personal Insight Questions for UC and/or Essay(s) for private and/or out-of-state schools (**Not required for CSU**).
10. Attend UC Application Workshop & complete UC Application (11/1–11/30) [www.universityofcalifornia.edu/apply](http://www.universityofcalifornia.edu/apply).
11. Optional: Make a senior conference appointment with your counselor.
12. Complete private school applications (**Deadlines vary**: November – March). Many use the [Common Application](#).
13. **If necessary, request official transcripts** from the CCA Registrar to be mailed (allow at least 3 business days to process). **Only send transcripts to CSU/UC if required or requested for a specific campus or program.**
14. **Financial Aid**
  - **Starting October 1** if required, complete the [CSS Profile](#) (financial aid for participating **private schools**).
  - Complete financial aid and scholarship applications for specific colleges via college applications.
  - **October** Attend Financial Aid Night at CCA and complete Free Application for Federal Student Aid (**FAFSA**), [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - Obtain and complete applications for private colleges for scholarships and grants.
15. Request mid-year reports after 1st term grades post to CCA transcripts (private and/or out-of state- schools, if required).
16. **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 the undergraduate admissions department or your counselor if you have questions.**
17. **June** - Order final transcript through the [CCA Registrar](#) as part of Senior Checkout process.