



Admissions Process Timeline - Non Athlete

| Task | Segment | Responsible Party/Parties | Completed, In Progress, Not Started | Spring of Junior Year and Prior | Summer after Junior Year | Fall of Senior Year | Winter and Spring of Senior Year |
|--|---------|---------------------------|-------------------------------------|---------------------------------|--------------------------|---------------------|----------------------------------|
| Research Colleges | 1 | Student, Parents | | | | | |
| Ask for Letters of Recommendation | 1 | Student | | | | | |
| Sign up for SAT's and /or ACT's | 1 | Student, Parents | | | | | |
| Hire a Private SAT/ACT Tutor | 1 | Student, Parents | | | | | |
| Visit Colleges/Complete Campus Visit Checklist | 1 | Student, Parents | | | | | |
| Complete Resume Packet | 1 | Student | | | | | |
| Complete Draft Resume | 1 | Liz | | | | | |
| Complete Career Assessment | 1 | Student | | | | | |
| Letters of Recommendation Requests Entered into Naviance | 2 | Student, Liz | | | | | |
| Decide on Which Colleges Applying To | 2 | Student, Parents | | | | | |
| Complete Final Resume | 2 | Student, Liz | | | | | |
| Work on and Complete Primary Essay | 2 | Student, Essay Coach, Liz | | | | | |
| Work on and Complete Supplemental Essays | 2 | Student, Essay Coach, Liz | | | | | |
| Complete Applications | 2 | Student, Liz | | | | | |
| Complete Transcript Request Forms for High School | 2 | Student, Liz | | | | | |
| Complete Parent Brag Form | 2 | Parents | | | | | |
| Complete Student Profile Form | 2 | Student | | | | | |
| Submit Applications | 2 | Student, Liz | | | | | |
| Identify Colleges That Require an Interview | 2 | Liz | | | | | |
| Interview Preparation | 2 | Student, Liz | | | | | |
| Schedule Interviews | 2 | Student | | | | | |
| Submit Test Scores | 2 | Student, Liz | | | | | |
| Letters of Recommendation Submitted In Naviance (Check to be sure) | 3 | Student, Liz | | | | | |
| Complete Financial Aid Forms (FAFSA and CSS Profile Where Applicable) | 3 | Parents, Liz | | | | | |
| Submit Transcript Request Forms to High School | 3 | Student | | | | | |
| Follow Up to Ensure All Colleges Have Received Materials | 3 | Student | | | | | |
| Receive Acceptances | 4 | Student | | | | | |
| Revisit Colleges | 4 | Student, Parents | | | | | |
| Receive Financial Aid Award Letters | 4 | Student, Parents | | | | | |
| Review and Compare Financial Aid/Merit Award Packages (Bottom Line Cost) | 4 | Student, Parents, Liz | | | | | |
| Make Final Decision on Where To Attend | 4 | Student, Parents | | | | | |