



# 4-Year College Enrollment Checklist

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

## SUMMER

- Update your resume.
- Create a professional, personal email that you will check regularly. Use that email address for Common App, FAFSA, college applications, College Board, and ACT so all of your college information comes to one place. *Colleges will rely on email and application portals to communicate with you.*
- Make sure you can access your College Board and ACT accounts. *It is imperative that you do not have duplicate accounts.*
  - Be sure you can see your scores from your spring test dates.
- Begin your personal statement (*Remember, it will take you at least 5 drafts to get it just right!*)
- Narrow down the list of schools you want to apply to – *you ideally want at least 2 reach, 2 match, and 2 safety schools*
- Decide what type of admission you will apply to for each.
- Create a list of required application materials and application deadlines for each school on your list. *Pay close attention to financial aid priority deadlines for applications. NOT the application deadlines. They will be as early as November 1st!*
- If you plan to apply for schools requiring or suggesting letters of recommendation, think about who will write your letter. *You should have at least one letter from a core academic teacher.*
- Study for the SAT/ACT/CLT if you plan to (re)test. *Your deadline to test for college admission is December and June for Bright Futures.*

## AUGUST & SEPTEMBER

- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- If you haven't already, make sure your full legal name (the one on your birth certificate) is the one you see in Focus. (You will use this for scholarship, financial aid, and college applications.)
- Complete your Beginning of Year Senior Survey.
- Be sure you've maintained a full, rigorous class schedule, even as a senior.
- Keep those grades up. *Competitive schools can revoke your admission if your grades drop substantially your senior year, if you suddenly start taking less rigorous classes, or if you suddenly drop to a half-day schedule, depending on your unique circumstances.*

## **AUGUST & SEPTEMBER CONT'D**

- Be sure you're involved in your community, on campus, and/or working part-time – but do NOT overcommit yourself. *Remember, quality over quantity.*
- Revise and finalize your personal statement/admission essays.
- Work on college applications – *be sure to send all SAT/ACT scores from your College Board and ACT accounts.*
- Check with your College & Career Counselor to see if you are eligible for Application Fee Waivers and ACT/SAT fee waivers. Students can access CLT waivers on the CLT website.
- Ask your College & Career Counselor or School Counselor for a copy of your transcript to complete the SSAR and/or SPARK.

## **OCTOBER**

- Create your FSA ID & complete the **Free Application for Federal Student Aid (FAFSA)** (opens October 1st). *Send your confirmation page to your College & Career Counselor.*
  - See your College & Career Counselor to schedule an appointment to complete FAFSA and to get a list of materials needed.
- Create your **Florida Financial Aid Application (FFAA)** (opens October 1st).
- Follow up with your applications for each school and be sure they have all required materials (including all SAT/ACT scores) - some schools will require additional materials, like quarter 1 grades or midterm grades, before they make an official admission decision.
- Start applying to at least 2 scholarship per month (Your College & Career Counselor will have scholarship resources. You can also find scholarships on Xello!)

## **NOVEMBER**

- Check your Common Application account and college application portals to make sure your schools have all required materials for your application.
- Apply to at least 2 scholarships.
- Request your transcripts from your College & Career Counselor and apply for the Educational Foundation Scholarship – this is a scholarship application for Osceola County residents that automatically applies you for hundreds of local scholarships.

## **DECEMBER**

- Apply to at least 2 scholarships.
- Confirm that schools you have not heard back from have all required application materials.
- Check the financial aid websites for the schools you applied to. Many will have additional scholarships you can apply to!

## JANUARY

- Apply to at least 2 scholarships.
- Apply for housing as soon as you decide on which school you intend to enroll in.

## FEBRUARY

- Apply to at least 2 scholarships.
- Take a final tour of schools you were admitted to if you are still undecided.
- Contact financial aid offices as you get acceptances to explore your financial aid package AND to make sure your schools have everything they need on file to offer you a financial aid package.
- Study for and plan to take any AP exams.

## MARCH & APRIL

- Apply for housing if you haven't already. If you wait too long, housing will be full!
- Pay your admission fee/enrollment deposit for the school you choose.
- Make sure your residency has been approved for in-state colleges.
- Notify schools you've been accepted to that you do not plan to attend.
- Sign up for freshman orientation.
- Make sure you complete any placements tests required by your school before attending orientation (*science and math are the most common*).
- Complete your End of Year Senior Survey. Your final transcript will be sent to the school you put on your Senior Survey, as long as your College & Career Counselor has proof of admission.
  - Final transcripts are sent in June.

## MAY

- Apply to at least 2 scholarships.
- Write thank you notes to teachers, counselors, or family members who were particularly helpful to you in your application journey.
- Check with health services at your college to see if there are any health requirements needed to attend school (*vaccinations, a physical, etc.*).
- If you were a dual enrollment student, be sure you've sent a transcript from the college you took classes at to the college you will enroll in.
- ENJOY GRADUATION AND CELEBRATE YOUR ACCOMPLISHMENT!

#SDOC4E

**SDOC4E**  
ENROLL • ENLIST • EMPLOY • EXPLORE

Future  
Ready!