

Junior to Senior Planning Guide

- **Finish Strong!** A strong showing this year can *significantly* impact your chances for admission. Don't forget that **this end of year's transcript** is the one that is sent!
- **Complete your JUNIOR SURVEY on NAVIANCE ASAP!** Update it regularly if you receive any honors, do any notable accomplishments or volunteer at a new event over the summer. Don't forget to personally ask teachers about recommendations before you leave school! **Counselors or teachers will NOT write a letter of recommendation without your Junior Survey!**
- **Visit your top colleges this summer!** Get on-line. Join prospective student groups. Create a top five list. Write down data, deadlines or important information.
- **Keep a folder with all your college information, any TEST scores etc.!**
- **Have a discussion WITH your parents about Financial Aid/College.** Discuss who is paying, how to pay, what they expect YOU to pay and what are your restrictions, constraints etc. Don't wait till next spring to discuss this!
- **ACT/SAT/SAT II** Decide if you need to **re-take** any college entrance exams. The last ACT this year is offered on June 13th. The last SAT/SATII is June 6th. A September ACT will take place on September 12th. You must register for this test by August 7th. The October testing date is October 24th. It is best to re-take your ACT by October for best admissions and scholarship consideration.
- **Make sure you update NAVIANCE!** Keep all your applications and colleges current. Use your school password and ID. Parents can create an account on the NAVIANCE welcome page using the *I am new here...I need to register* link using their PARENT CONNECT password. **Contact your counselor if you have any questions.**

APPLYING TO COLLEGES

- Use NAVIANCE to investigate, compare and list colleges you are applying to.
- You may start applying to colleges in late summer or as soon as the school makes the application available on-line.
- Follow instructions! Make sure a parent or other adult **reads your application** before you push submit.
- Counselors DO NOT work on college applications or recommendations until we return to school in August.
- All applications should be completed by the end of October to get best consideration. UM and MSU should be done by end of SEPTEMBER if possible!
- Check for on-site admissions for: Western, UDM, UM Dearborn.
- If you are using the Common App, follow the directions carefully for any supplements.

APPLICATION STEPS

1. Add all colleges you are applying to, to your NAVIANCE account on **Colleges I am Thinking About** Link. Once you have applied, move those schools to the **Colleges I am Applying to** Link.
2. Apply on-line to the college/s of your choice.
3. To send your transcripts to the college via NAVIANCE through the **Colleges I am Applying to** Link, click on **Send Transcripts** , remember we do not send ACT/SAT scores through Naviance.
4. If you have not already done so, you MUST Send your ACT/SAT scores from the ACT/SAT website (www.actstudent.org) or (www.collegeboard.com) (Check your ACT account or ACT copy to see if you already sent it)
5. Personally contact any teachers from whom you need a letter of recommendation, the sooner, the better. If they agree to write you a letter of recommendation, **notify them via NAVIANCE** after you have applied.
6. If you are applying to a COMMON APP school, you MUST link your NAVIANCE and Common App by filling out the required information in the Green box on **Colleges I am Applying to** in NAVIANCE.