AUGUST

☐ Start the school year with academically challenging classes to prepare you for college expectations. Consider taking dual credit courses to begin gaining college credit.

☐ Keep a calendar to help you keep track of college and scholarship applications and deadlines. Stay organized and up to date with your applications to prevent undue stress.

☐ August 7 – registration deadline for September 10th ACT

SEPTEMBER

☐ Register to take the October ACT or SAT if you have not done so or if you are not satisfied with earlier results. Remember that selective schools often require some of the SAT Subject Tests in addition to the SAT or ACT. Register for the SAT online at sat.collegeboard.org and for the ACT online at www.actstudent.org. Each test registration packet comes with a study booklet. Reviewing the study booklet can help you improve your scores! Remember, fee waivers for ACT and SAT are available for students who qualify.

☐ September 1 – registration deadline for October 1 SAT & Subject tests

☐ September 10 - ACT (testing at Shawnee Heights High School)

☐ September 16 – registration deadline for October 22 ACT

☐ September 28 – College Planning Night at Shawnee Heights High School library, 7:00 p.m. Parents and students are encouraged to attend.

☐ Consider attending test preparation workshops and review sessions for the ACT prior to the test

☐ Clarify your educational goals, needs, and preferences and develop a preliminary list of colleges. Use resources in the counseling office, library, and on the internet to assist you.

☐ Schedule any remaining college/campus visits for some time during the fall.

☐ Reduce your preliminary college list to approximately 3 to 6 schools. Most schools have an online application process. Analyze the information and application to see what is required and to learn all about due dates (especially if you are considering early decision, which usually has a deadline of November 1 or November 15). You may be required to submit multiple pieces of information (test scores, transcript, essay, application form, recommendations, and a financial aid application).

☐ If you plan to attend Washburn, KU, K-State, or any other public university, submit your application (and freshman scholarship application) early. Most Kansas schools award
certain freshman scholarship money to qualified students upon receipt of their applications. The earlier you apply to all state schools, the better your dorm choices will be!

- **Update your resume** of activities, awards, and community involvement. Resources on how to write a resume are available on the counseling website.

- **Listen to the daily announcements**, check the counseling office bulletin board, and counseling website for information relating to visits to Shawnee Heights by college representatives, important college and career information, and notices of scholarship opportunities. **Sign up for college visits in the main office.**

- **If you intend to participate in athletics at the college level**, be certain that you have filed your NCAA Clearinghouse information. Access the registration materials by visiting the clearinghouse website at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Read the guide carefully to understand requirements. Ask Mr. Henry in the Counseling Office or your coach for details.

- **Check the Shawnee Heights Counseling Websites for any early scholarship opportunities** [www.shhscounselingdept.weebly.com](http://www.shhscounselingdept.weebly.com)


- Check deadlines for state-government sponsored student aid programs with your counselor and obtain the appropriate forms. The FAFSA will need to be completed online starting October 1st. **Begin gathering information for the FAFSA.** You won’t complete it until after October 1. This form requires input from you and your parents. **The FAFSA4caster** (a family planning tool for college) is available at [www.federalstudentaid.gov](http://www.federalstudentaid.gov).

**OCTOBER**

- Decide whom to ask for **letters of recommendation**, and ask them now. Choose people who know you well and can write effectively about your academic qualifications and personal qualities. **When you ask, be certain to provide the person with a copy of your resume, appropriate forms, and a stamped/addressed envelope. Adequate advance notice is necessary.** Read applications thoroughly to adequately provide all required information.

- **FAFSA** process starts October 1, 2016.

- **October 10, 6:30-8:30** Seaman High School and Shawnee Heights High School will partner in presenting a FAFSA/Financial Aid information night as well as a FAFSA completion night where students can receive help in completing their FAFSA. Event will be held at Seaman High School.

- **Mail your applications in as early as possible.** Don’t wait until the application deadline. **Always make a copy of your application materials** just in case they get lost.

- Check current **scholarship opportunities** in the counseling office or on the counseling website.

- **October 7 registration deadline for November 5 SAT and Subject Tests**

- **October 13 – Topeka College Fair, 1:00-3:00pm at the Kansas Expocentre**

- **October 1 – SAT & Subject Tests**
October 22 – ACT (testing at Shawnee Heights High School)

NOVEMBER

- November 1 – priority date for the following K-State scholarship applications:
  - Presidential, Putnam, Honors, Foundation, Kassebaum, Leadership, Legacy, Denison, Medallion, Millennium, Achievement, Fairchild, Activity
- November 3 – registration deadline for December 3 SAT and Subject Tests
- November 5 - SAT test
- November 4 – registration deadline for December 10 ACT
- Read through the application materials of the colleges you are interested in and note due dates.
- If essays are required for your application, develop a rough draft. Ask your English teacher to proofread your essays and make any changes based on his/her suggestions and corrections. Pay special attention to any requests for a “personal statement” as a part of an application.
- Make certain you know which financial aid forms (such as the FAFSA or PROFILE) your college require.
- Check all available resources for any current scholarship opportunities.

DECEMBER

- December 1 – deadline for KU freshman scholarship applications.
- Finalize your application essays. They must be typed and free of errors.
- Provide your counselor with appropriate forms if he or she is required to complete a Counselor’s Report for your college applications. Look ahead to any January due dates. Notify your counselor by December 1st to provide adequate time for completion before winter break.
- Check for current scholarship opportunities. Plan on attending one of the scholarship work nights on January 18, February 15, and March 14 (all are from 6:30-8:00 in the SHHS Library)
- December 3 – SAT & Subject Tests
- December 10 ACT (testing at Shawnee Heights High School)
- December 21 – registration deadline for January 21 SAT & Subject Tests
- Make sure your FAFSA is completed
- Topeka Foundation Scholarship opportunities are announced during this month. For more information please visit: http://www.topekacomunityfoundation.org/Students/Applyingforscholarships/

JANUARY
January 7 – the usual deadline date for application to some selective schools. Others have deadlines later in January or in February.

January 18 – Scholarship work night 6:30 – 8:00 p.m. SHHS Library

January 13 – registration deadline for February 11 ACT

January 21 – SAT & Subject Tests

Send in your FAFSA as soon as possible after January 1. Men 18 years or older must be registered for the selective service in order to receive financial aid. If you have not registered, you may do so by completing a check-off box on the FAFSA, or register online with Selective Services at [http://www.sss.gov](http://www.sss.gov).

Notify the Counseling Office if you need a copy of your current transcript sent to any schools for a mid-year report.

Make copies of all forms (application, financial aid, etc.) that you submit.

FEBRUARY

February 1 – deadline for applications for freshman scholarships for many schools including Kansas State University, Pittsburg State University, and Wichita State University.

February 10 – registration deadline for March 11 SAT

February 11 – ACT test (this test will not be available at SHHS School)

February 15 – priority deadline for Washburn University, Emporia State University, Fort Hays State University.

February 15 – Scholarship Work Night from 6:30-8:00 at SHHS Library

Continue monitoring local scholarship opportunities. Many local scholarships become available second semester.

MARCH

March 3 – registration deadline for April 8 ACT at (Shawnee Heights Middle school)

March 11 – SAT only (no subject tests)

March 14 – Scholarship Work Night from 6:30-8:00am at the SHHS Library

Early March – listen for announcements regarding registration for AP tests. You must register for each AP test you wish to take. Please ask your AP teacher or your school counselor if you have any questions.

Be on the look-out for SHHS foundation scholarship announcements

APRIL

April 1 – Application deadline for the University of Kansas.

April 7 – registration deadline for May 6 SAT & Subject Tests. Most seniors do not need to take an SAT this late.
- April 8 – ACT (testing at Shawnee Heights Middle School.) Most seniors do not need to take an ACT this late.
- Most selective schools start to announce their decisions in April. If you are accepted by more than one of your choices, make your final decision on which school is right for you based on factors that are most important to you. While others may assist you in this process, you must ultimately make the decision.
- Carefully review financial aid award notices from colleges. Call financial aid and the admission office with any questions.

**MAY**

- AP testing occurs in early May.
- As soon as possible after May 1, notify the college of your choice of your decision to attend. Also notify colleges that have accepted you of your decision not to attend.
- May 7 – SAT & Subject tests. Most seniors do not need to take an SAT this late.
- May 9 registration deadline for June 3 SAT & Subject Tests. Most seniors do not need to take an SAT this late.
- May 5 – registration deadline for the June 10th ACT. Most seniors do not need to take an ACT this late.
- If you have been offered financial aid, be certain to accept the offer as instructed by your award letter. Remember financial aid must be reapplied for each year.
- Before your graduation ceremony, notify the Counseling Office to send your final transcript to the college of your choice. Official transcripts will be mailed after second semester grades are recorded.
- If you have taken course work from Washburn or Allen County Community College, you must request that a transcript of your college work be sent to your chosen college. Some colleges may charge for transcripts.
- May 21 – Graduation!

**JUNE/JULY/AUGUST**

- June 3 – SAT & Subject Tests. Most seniors do not need to take an SAT this late.
- June 10 – ACT. Most seniors do not need to take an ACT this late.
- If your school has a summer freshman orientation, attend if at all possible. You learn valuable information and can often enroll early by participating in orientation sessions.