

Junior College Planning Checklist

ALWAYS

- Discuss **college/military/career** path plans with your parents
- Keep your grades up and take the necessary courses for graduation
- Do volunteer work, community services and extra-curricular activity hours and log it
- Search and apply for scholarships

IF YOU HAVEN'T ALREADY

- Join the Junior Google Classroom** hosted by the College & Career Center.
- Create an email specific to your college inquiry/application, SAT/ACT testing and scholarship application process. This will help keep all of your related communications in one place- Ex. sarajonesgoes2college@gmail.com
- Keep track of your accomplishments as you go. Create a file and record a summary of your activities, jobs, and experiences to use in creating a resume and also to generate ideas for college essays. It's easy if everything is in one place when you need it!
- Strengthen your College List – 10 to 12 schools
 - Have you talked to people who have attended the schools on your list?
 - Visit/Virtual Tour of the top school choices on your list.

FALL

- Meet with your counselor to review your transcripts and verify courses are on the right track for graduation/college. Determine what you still need to take.
- Focus on your grades, even if they are not that great so far, colleges like to see an upward trend.
- If you didn't take the PSAT in 10th grade, take it now. This is a qualifying test for National Merit Scholarships, National Scholarship Service, Fund for Negro Students and National Hispanic Scholar Recognition Program.
- Attend College Fairs – In-person or Virtual
 - Develop your resume
 - Keep track of your accomplishments, awards, activities and work experience.
 - Create a log to record your community service/volunteer hours.
 - Master list for usernames/passwords for all new college related accounts.
- Join clubs and organizations.
- Prepare for the SAT and/or ACT and identify testing dates and registration deadlines. Plan to take at least one of them. The ACT (AZ requirement) for Juniors is usually in the spring.
- <https://satsuite.collegeboard.org/sat>
- <https://www.act.org/content/act/en-arizona.html>

WINTER

- Gather college and university information: application procedures, entrance requirements, tuition, fees, hours, etc.
- Discuss your PSAT score with your counselor
- Register for SAT and/or ACT if you plan to take it in spring and/or summer and consider prep classes
- Bolster your community service/volunteer hours, club or sports activities
- Explore summer high school programs on college campuses you are interested in. It's a great way to find out what college life is all about.
 - Application deadlines for these summer programs are normally in January for summer courses.

SPRING

- Study for ACT/SAT tests
- Begin (or continue) to work on scholarship applications as indicated above.
- Visit your top choice colleges.
- Letters of Recommendation – Complete the Letter of Recommendation request form from CACC and ask a teacher, coach, activity leader and/or mentor to help write this letter advocating for you.
- Discuss your college essay with your English teacher. Athletes: register with NCAA Clearinghouse if applicable.
- Write letters of intent for military service academies if applicable.
- Meet with your counselor to review your Senior year course selections and graduation requirements.
- Look for a summer job/internship that is in line with your career objectives for experience in the field you want to pursue.
- Students who want to apply for Early Decision should complete all testing in the spring.

SUMMER

- Compose drafts of your college essay. Proofread and review at least three times. Have a teacher or parent review as well.
- Practice filling out college applications and then complete any applications if/when you are ready.
- Continue to apply for scholarships.
- Do something extra that you can list on your resume.

TIPS

- ✓ DON'T Procrastinate
- ✓ KEEP your grades UP
- ✓ VOLUNTEER your time
- ✓ PARTICIPATE in activities
- ✓ APPLY for Scholarships
- ✓ REACH OUT if you need HELP!

Your CHS Counselors and College and Career Advisors are always available to assist you. We can answer questions and help you navigate through high school and make a smooth transition to College, the Military or the Workforce.