






CHECKLIST for COLLEGE-BOUND SENIORS



	<p>Start a file or folder. Save EVERYTHING pertaining to college admissions. All colleges are different. Compare entrance requirements, cost, size, unique programs, facilities, and your intended field of study, athletics & extracurriculars.</p>
	<p>Transcripts are available through Naviance for your transcript requests. You can log on using UCS login at http://connection.naviance.com/uticahs Directions to request transcripts in Naviance:</p> <ol style="list-style-type: none"> 1. From Colleges I'm Applying To, click Request Transcripts. 2. Use the checkboxes and drop-downs to answer the transcript-related questions. 3. Click Request and finish. 4. <i>It may take up to a week for the college to receive the transcript.</i> 
	<p>Register with SAT if you wish to retake this college entrance test at https://sat.collegeboard.org. This is at the student's own cost. Contact SAT to have your test scores sent to your college (\$12). Consider taking the ACT. For 20/21 check your college of interest to see if the SAT/ACT are not required.</p>
	<p>Update and complete your Career Cluster Finder using Naviance. Make sure your careers and college choices are accurate and up-to-date.</p>
	<p>Meet with your three most preferred college admission advisors. Register online at https://student.naviance.com/uticahs Click on the College tab. View upcoming College Visits and "sign up" for no more than three college presentations. Most college visits are virtual and in the evening.</p>
	<p>Research colleges by going online to their websites or using your Naviance account at https://student.naviance.com/uticahs. Do the schools have your desired program of study? Remember to change your Colleges I'm Thinking About to Colleges I'm Applying To (in the College tab).</p>
	<p>Discuss colleges with parents, counselors, teachers, college alumni and friends currently enrolled.</p>
	<p> Maintain and improve academic grades. Colleges look unfavorably on failing/poor grades, especially in your senior year. Admission can be revoked. Senior grades DO matter.</p>
	<p>Start applying to colleges. Seniors should be advised to check with your college choice for deadlines for early admission decision. Apply to at least two-three colleges so you have a backup plan in place. Students interested in attending an out-of-state college are advised to "Google" that school website for applications/information.</p>
	<p>Talk with your <i>junior teachers about letters of recommendation</i>. They know you best! Give them <u>3-4 weeks' notice at least</u>. Do the Utica High School Brag Survey in Naviance. Send a thank you! Letters should be requested by email before requesting through your Naviance account.</p>
	<p>Continue your involvement in volunteer and extracurricular activities.</p>
	<p>Arrange final visits to college campuses. Register online at least two weeks in advance to make arrangements for a campus visit. Ask if you can sit in on a class. *Most colleges are offering virtual college tours.</p>
	<p>Begin applying for scholarships: Have parents check employers, church and organizations to which they belong. Check out the scholarship section of Naviance – <u>College Tab – Scholarships & Money</u>. Check with the financial aid office at college(s) you are planning to attend. File a FAFSA application online beginning in October at www.fafsa.ed.gov.</p> <ul style="list-style-type: none"> - Apply for your FSA ID for both parent and student before filing. - Check out the financial aid estimator at https://studentaid.ed.gov/sa/fafsa/estimate. 
	<p>Notify your counselor or counseling secretary of any scholarships received. Include the \$ amount. Put this information into Naviance under the graduation survey.</p>
	<p>Request your final transcript in Naviance.</p>
	<p>Complete the senior Graduation Survey once you decide your final college choice. Let the other colleges know you will not be attending, so another student can be accommodated from their waitlist.</p>
	<p>Potential college student athletes must comply with NCAA Requirements. See your coach, then counselor and visit www.ncaa.org for details.</p>

Utica High School Financial Aid/Scholarship Web Resources

Many websites have large scholarship databases that will do the basic work for you. Enter your criteria and they return a list of scholarships that match. Most sites are free and only require you to register to use their services. There are also many organizations that provide scholarships and/or links to scholarship resources. Some sites to check out are:

www.collegeanswer.com	www.collegefund.org (Native American scholarships)
www.college-scholarships.com	www.collegeboard.com
www.fastaid.com	www.petersons.com
www.fastweb.com	www.salliemafund.org
www.finaid.org	www.studentaid.ed.gov
www.findtuition.com	www.scholarships.com
www.gmsp.org (Gates Millennium Scholars)	www.princetonreview.com
www.hsf.net (Hispanic scholarships)	https://www.uticak12.org/
www.apiasf.org (Asian American scholarships)	www.uncf.org (African American scholarships)
http://www.michigan.gov/mistudentaid	https://www.chegg.com/scholarships
www.knowhow2go.org	https://financialaidtoolkit.ed.gov/tk/
www.disabled-world.com/disability/education/scholarships/ (for students with disabilities)	

Check out the financial aid/scholarship page of your selected college.

Contact the National Association of Student Financial Aid Administrators with your questions at <https://www.nasfaa.org/>

Naviance.com - Access financial aid information and scholarships from a large database. Students should use their school computer login information as their email and password. Check the scholarship section in the College Tab.



State of Michigan and Federal Government Sites

The Free Application for Federal Student Aid - www.fafsa.ed.gov; Apply for your FSA ID at <https://fsaid.ed.gov/npas/index.htm>

Best site for questions on applying for federal aid. You can also get an estimate on how much aid you are eligible for using the new FAFSA Forecaster at <https://studentaid.ed.gov/sa/fafsa/estimate>. This should be done October-December of your senior year.

Federal Student Aid - <http://studentaid.ed.gov>

State of Michigan Student Financial Aid - www.michigan.gov/mistudentaid

Education Resource Organizations Directory - www.ed.gov/erod

Search here under "State Higher Education Agency" to find the contact information for your state's agency; contact them to learn about your state's financial aid programs. *List compiled from MCC-Financial Aid, Oakland University Admissions, and Michigan State University Admissions.*

Financial aid questions to ask colleges

Financial aid planning can be intimidating, and you may not know where to turn for answers. The financial aid officers at colleges and universities are there to help. Below are questions that ***the Associated Colleges of the Midwest suggests*** families ask:

1. What kind of financial assistance does the college offer: need-based, merit-based or both?
2. Can the college provide an early estimate of what our financial aid award might be?
3. What forms are needed in order to apply?
4. When are financial aid applications due?
5. What student costs are taken into account by the financial aid office? Tuition, room, board, transportation? What about additional expenses such as books, fees, computers and personal expenses?
6. What's included in the comprehensive fee? For example, do students have to pay extra for computer time or to attend campus events (concerts, plays, films, lectures, athletic events, etc.)?
7. When will we be notified about the amount of assistance we can expect?
8. Does the institution have an appeal process to review special circumstances?
9. Is there a commitment for financial assistance beyond the first year?
10. How and when do we apply for financial assistance after the first year?
11. What if we do not qualify for need-based aid? Are there alternative financing options available?
12. What grants, loans and work-study opportunities does the college offer? Are there any we might be eligible for?
13. What's the average student loan indebtedness amount for the college's graduates?
14. Is there a restriction to the length of time that financial assistance will continue?
15. How long does it typically take a student to graduate from this college? Four years? Longer?
16. What impact do scholarships from outside sources have on other financial aid?
17. Can we apply financial aid toward an off-campus study program, either in the U.S. or another country?
18. What happens if our family's financial situation changes substantially during the school year?
19. Are there payment options available, such as monthly or quarterly?



SUBMITTING YOUR COLLEGE APPLICATION

When starting to apply for college, please consider the following information:



- Review college admission requirements.
- Start applying to colleges after August 1st of your senior year. The UHS counseling department suggests that all of your applications be completed by October 31st.
- Know application fees and deadlines. Some schools require you to be admitted prior to November 1st to be eligible for scholarships. Make sure you understand the difference between Early Action, Early Decision, Rolling Admissions and Open Admissions.
- Start a professional email account that you check regularly for all of your college information.

Apply to the college online

- Apply directly online at the college website. Keep track of your registration log in and password information. Make sure you proofread your application and correct all mistakes BEFORE you submit the application.
- Use your Naviance account to keep your counselor informed of where you are applying.
 - After you apply online, request your transcripts using Naviance for your transcript requests. **You can log on using UCS login** at <http://connection.naviance.com/uticahs>
 - **Directions to request transcripts through Naviance:**
 - From Colleges I'm Applying To, click **Request Transcripts**
 - Use the checkboxes and drop-downs to answer the transcript-related questions
 - Click **Request and Finish**
 - If a school requires an essay, complete it in Word. Have several people proofread the essay. Once all changes have been made, cut and paste the essay into the application.
- Even if you are looking at Macomb Community College, apply early. Students still must take a placement test and complete orientation before meeting with an Academic Advisor and registering for classes. Students register in early summer for fall semester classes.

The student should check back with the college about three-four (3-4) weeks after submission to verify that all parts of the application are submitted and received. A complete application includes the application, transcript, ACT score and application fee, essays or letters of recommendation – if required.



Obtaining Letters of Recommendation

- Provide at least 3-4 weeks' time for your teachers or others to write the letter. You can request this through your Naviance account, **but personally ask the teacher first**. If it is to be mailed, provide a stamped, addressed envelope.
- Make a formal request. If you are going to ask an 11th grade teacher, consider asking for the letter your junior year when their knowledge of you is fresh in their mind.
- Supply the person who will be writing the letter of recommendation with as much information as possible, including your contact information and any materials they may need to complete the letter (transcripts, essays, extra-curricular activities, community service experiences, leadership info, etc.). Complete the Brag Survey in Naviance so your teachers and counselors have this complete and accurate background information about you.
- Send a thank-you letter to the person writing the recommendation.



Complete your Financial Aid information

- **Attend a Financial Aid night – locations vary.**
- Apply for your FSA ID for FAFSA (Free Application for Federal Student Aid) at <http://fsaid.ed.gov>.
- In October of your senior year, complete the FAFSA at www.fafsa.ed.gov. This form may assist you with state, federal and/or college financial assistance. **Apply beginning October 1** for your best opportunity.

How to Register for the SAT Online

Click [here](#) to go to the website

How to Register for the SAT Online

1. [Sign in to your free College Board account](#). Your parent or counselor can't register for you.
2. Provide your full, legal name and other identifying information. Make sure it's the exact same name and information shown on your photo ID.
3. Decide if you want to answer other questions about yourself. This takes time, but it's worth it if you want colleges and scholarship organizations to find you. [Learn why you should opt in to Student Search Service](#)®.
4. Decide whether to sign up for the SAT with Essay. [See which colleges recommend or require it](#).
5. Upload a photo that meets very specific [photo requirements](#).
6. Check out and print your Admission Ticket.

You Might Also Need ...

SAT Date	Registration Deadline	Late Registration Deadline	Deadline for changes
August 29, 2020	July 31, 2020	August 11, 2020 (mailed) August 18, 2020 (online or phone) <i>Note: The late registration fee has been waived for the August administration</i>	August 18, 2020
September 26, 2020	August 26, 2020	September 15, 2020 (online or phone)	September 15, 2020
October 3, 2020	September 4, 2020	September 15, 2020 (mailed) September 22, 2020 (online or phone)	September 22, 2020
November 7, 2020	October 7, 2020	October 20, 2020 (mailed) October 27, 2020 (online or phone)	October 27, 2020
December 5, 2020	November 5, 2020	November 17, 2020 (mailed) November 24, 2020 (online or phone)	November 24, 2020
March 13, 2021	February 12, 2021	February 23, 2021 (mailed) March 2, 2021 (online or phone)	March 2, 2021
May 8, 2021	April 8, 2021	April 20, 2021 (mailed) April 27, 2021 (online or phone)	April 27, 2021
June 5, 2021	May 6, 2021	May 18, 2021 (mailed) May 26, 2021 (online or phone)	May 26, 2021

- If you're using a fee waiver, enter the identification number on your fee waiver card.
- If you've been approved by the College Board to test with accommodations, enter the SSD number on your eligibility letter.
- If you're home-schooled, enter 970000 when asked for a high school code.

Important:

Do You Need to Register by Mail? In some situations, students need to mail us a paper registration form instead of signing up online. [Find out if you need to register by mail](#).



How do you sign up for the ACT? YES, you can still take it. Colleges accept either test but check which one scholarships are tied to.

Online registration is the fastest method. You will know immediately if your preferred test center has space for you to test and can print your admission ticket. How you sign up depends on where and how you plan to test: please see below for how to register.

- If you plan to test at a national or international test center, sign up online by creating or logging in to your student Web account
- If you are requesting extended time or other accommodations for the first time, sign up online by creating or logging in to your student Web account or register by mail **in addition to** completing the application request and submitting required documentation.
- If you missed the late registration deadline, you may request standby testing by creating a Web account and completing a downloadable request form.
- If you are homebound or confined, cannot find a test center within 50 miles of your home (U.S. and Canada) or in your country (other locations), or you need a Non-Saturday test center and one is not established within 50 miles of your home (or in your country if outside the U.S. or Canada), on **all test dates**, check the requirements for Arranged Testing
- Uploaded Photo requirements: Your photo must be a clear image of you (not blurry, grainy, or fuzzy) against a plain, light-colored background. The photo must be a head and shoulders shot of you—and only you. If your photo shows more than your head and shoulders, it will be rejected. You must use a portrait, not landscape, photo that is correctly oriented. You must be facing the camera. You cannot wear dark glasses. If you wear a head covering daily for religious reasons, adjust it to provide a full-face view.

ACT Test Date	Registration Deadline	Late Registration Deadline (late fee required)
September 12, 2020 September 13, 2020 (Sunday) September 19, 2020	August 14	August 15 - August 28
October 10, 2020 October 17, 2020 October 24, 2020 October 25, 2020 (Sunday)	September 17	September 18 - 25
December 12, 2020	November 6	November 7 - November 20
February 6, 2021	January 8	January 9 - January 15
April 17, 2021	March 12	March 13 - March 26
June 12, 2021	May 7	May 8 - May 21
July 17, 2021	June 18	June 19 - June 25