

High School College Preparatory Checklist

9th/10th Grade Checklist

- Review your 9th and 10th grade class schedules with your school guidance counselor to make sure that you have taken and are taking the college preparatory courses required for admissions to a selective university.
- Maintain an “A” or “B” grade point average.
- D’s Don’t Count for College Admissions.
- Take the PSAT (Preliminary Scholarship Assessment Test) in October.
- Speak with your school guidance counselor about test dates, descriptive questionnaires, registration fees, and registration fee waivers. See also the 11th grade checklist below.
- Start a personal file or portfolio with materials and information at the end of each semester. Use the King/Drew Brag Sheet to keep record of activities/awards.
- Continue visits to local colleges and universities with your family and friends.
- Participate in academic enrichment programs.

11th Grade Checklist

- Review your class schedule with your school counselor to make sure that you have taken and are taking the college preparatory courses required for admission to a selective university.
- Maintain an “A” or “B” grade point average. Your junior year grades, particularly in the spring, will weigh heavily on the college entrance decisions.
- D’s Don’t Count for College Admissions.
- Participate in academic enrichment programs. College and universities organize excellent summer programs on campus for incoming high school seniors. Ask your guidance/college counselor about these programs.
- If you have not taken the PSAT, obtain a registration form for the PSAT from your school guidance/college counselor. Your college counselor can also provide information about registration fee waivers. The PSAT taken in the 11th grade level is the only time students can qualify for the National Merit Funds.
- Take the PSAT in October. This is the only time of the year that it is given.
- Attend college fairs and presentations by representatives of colleges and universities. Listen to your school announcements for information about college representatives visiting your school.
- Create a file on colleges and universities that appeal to you. Write or call the Office of Admissions of these institutions in order to request a copy of an application for undergraduate admissions and financial aid; a catalog or bulletin; information about financial aid, and materials about your proposed college major. Your school college counselor can provide the addresses and telephone numbers of these schools.
- Read carefully all the college materials you receive. Compare requirements for admission and financial aid available at each institution.
- When you visit colleges and universities, meet with representatives of the Office of Admissions. You should call in advance of your visit to request an appointment. Take with you a list of questions you may have about the school, as well as a copy of your transcript or a list of all courses you have taken to date, beginning in the 9th grade.
- Start thinking about when and how many times you will take the college entrance examinations (SAT or ACT). Your school college counselor can provide you with test dates and descriptive brochures. You can take the SAT in May or June which will allow you the opportunity to receive results, meet with your guidance counselor or college counselor, and take the SAT again in the Fall, if necessary (also read the 12th grade checklist). You should register one to two months in advance of the date of the examination.
- Update your personal file with additional information and materials.

12th Grade Checklist

- Review your class schedules with your school guidance or college counselor to make certain that you have taken and are taking the college preparatory courses required for admission to the colleges and universities of your choice.
- Maintain an “A” or “B” grade point average.
- D’s Don’t Count for College Admissions.
- Continue visits to college campuses. Meet with a representative of the Office of Admissions whenever possible.
- Attend college fairs and presentations of colleges and universities. Listen to your school announcements for information about college representatives visiting your campus.
- Check bi-weekly with your advisor or director of your school’s college center for information about scholarships awarded by local companies and community groups.
- No later than the fall, make a final list of schools to which you will definitely apply for admission.
- Early in September, register for the Scholastic Assessment Test (SAT Reasoning) and SAT Subject Exams, and/or the American College Testing program (ACT), depending on which are required by the institutions to which you plan to apply for admission(if you have not taken the exam already in May or June). Your school college counselor can provide you with the exam registration forms and information about fee waivers. Be aware that you must register one or two months in advance of the date examination.
- Prepare for the SAT or ACT by reading books and manuals with testing tips and sample questions; you’ll find these in bookstores and public libraries. You should also consider attending workshops on how to prepare for the entrance exams- these may be offered by your high school, by colleges and universities, or by private firms.
- During the fall, write or call the schools to which you plan to apply for admission to request an application, financial aid information, scholarship application(separate forms may be required for each scholarship, and up-to-date printed materials about your proposed college major. Your college counselor can provide you with the institutions’ mailing addresses and telephone numbers.)
- As you receive these materials, create a separate file for each college or university. Each file should include a checklist of all the admissions items required by each school; transcripts, application fees, test scores, letters of recommendation, essays, student aid applications, etc. As you mail each item, check it off the list.
- Read all materials carefully. Pay particular attention to all deadlines- mark them down on your personal calendar or agenda.
- Obtain information about application fee waivers from your school college counselor if fees would be a burden to you and your family.
- Practice filling out a photocopy of the application and scholarship forms before you fill out the originals.
- Make sure that your application forms are filled out completely and neatly.
- Ask a family member or a friend to double-check your application forms for possible errors before mailing them.
- Make a photocopy of all completed application forms prior to mailing them. Keep copies in your files.
- Apply early-generally during the months of October or November under “early action,” “early decision,” or “priority consideration.”
- Remind your parents to prepare their income tax statements as early as possible since a photocopy of these must be sent to most colleges to which you apply for financial aid.

SAT Reasoning, SAT Subject & ACT Exams must be taken by the December test date for UC admissions consideration.

Information on this form was adopted from the UCLA EAOP Document & Revised 11/09.