Fall of Junior Year (September – January)

- All juniors should review the Junior College Planning Handbook available on the PHS Guidance website.
- Juniors will have fall seminars with counselors around the PSAT and Post Secondary Planning.
- Prepare for the PSAT – This is the year that students can qualify for the National Merit Scholarship.
- Visit www.collegeboard.com for practice tips and tests. (The PSAT will be given to all sophomores and juniors in October.)
- Students interested in the military should plan to take the ASVAB. You can see Mr. Shannon for more information or visit http://www.military.com/join-armed-forces/asvab.
- Junior parents and students should consider attending the Senior Financial Aid Night.

Spring of Junior Year (February – June)

College/Post Secondary Planning:

Juniors will attend seminars on Post Secondary planning and Naviance. Each junior will also have a pre-planned individual meeting with their guidance counselor. Parents will be invited to attend. Colleges or Post Secondary Options can be researched on Naviance: https://connection.naviance.com/family-connection/auth/login/?hsid=pembrokehs

- Create a list of “prospective colleges” you wish to apply to. You may also enter that list into Naviance under “my colleges.” to share this information with your parents or counselor.
- Be sure to register for a challenging and rigorous schedule in your senior year. Strength of transcript matters!
- Visit schools on your “prospective colleges” list – take a campus tour; meet with an admissions representative; talk to current students…etc.
- Complete your PHS Recommendation Profile on Naviance
- Think about teachers you can ask for letters of recommendation. Some teachers prefer to write letters over the summer.
Standardized Tests:

Create a plan for taking standardized tests and register. Register for the SAT at [www.collegeboard.com](http://www.collegeboard.com) (Students that may apply to competitive colleges - Register for the SAT Subjects.) or register for the ACT at [www.actstudent.org](http://www.actstudent.org).

**Please note the June SAT tests typically falls on the same day as PHS Graduation.**

NCAA Student Athletes:

Complete NCAA Clearinghouse on-line registration at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) (Please note there is a $75 fee.) It is also important that you confirm that you are meeting your eligibility requirements and are taking classes that will count towards NCAA eligibility in high school. You can obtain more information on the NCAA website or ask your school counselor for more information.

Summer of Junior Year (July – August)

- Narrow your list of “prospective colleges” to at approximately 6-8 schools you plan to apply to in the fall of your senior year
- Create a Common Application Account by visiting [www.commonapp.org](http://www.commonapp.org) if applicable.
- Review the Common Application and be prepared to start working on it. (Make sure the application is dated with the following year before you start working on it, it usually changes in mid-August.)
- Review the essay prompts on the Common Application and any school specific applications on your list.
- Compose a rough draft of a college admissions essay.
- Create a resume. List your extra-curricular activities, honors and volunteer service you have completed throughout high school. This information will be used to write your letter of recommendation. Be sure to include any awards, certificates you received in grades 9-11 and include all your community service, volunteer hours and activities. This is not a time to be modest!!!
- Complete the PHS Recommendation Form on Naviance. Consider which teacher you will plan to ask to write your letter of recommendation. You may make this request anytime starting in the spring of Junior year.
- Register for Standardized Tests. The first SAT Reasoning Test takes place in October and the first ACT takes place in September. It is recommended that all students that plan to apply Early Action or Early Decision should test as early in the fall as possible.
Senior Year Timeline

Fall of Senior Year (September – January)

School Counselor Meetings:
Seniors will meet with their guidance counselors in seminars in September and individually during the fall to review the college admissions process & to receive an overview on how to use Naviance Family Connection for the application process.

Standardized Tests:
SAT: Students should register for the October and/or November SAT at www.collegeboard.com. Be sure to take advantage of your four free score reports when registering! (Otherwise there is a fee per school).

Subject Tests or SAT II: Tests are also administered in the fall at the same times as the SAT. If you are applying to more competitive 4–year colleges. Register at www.collegeboard.com

ACT: Students can also register for the ACT at www.actstudent.org Please note: all colleges accept either SAT or ACT scores. Students may choose to take both standardized tests and send the highest scores to their colleges.

ASVAB: The Armed Services Vocational Aptitude Battery (ASVAB) is administered each fall at PHS and is highly recommended for any students interested in the military.

AP Exams: AP Exams are not typically part of the college application process. You may submit your scores to the school you are attending to be eligible for college credit.
College Applications:

Set up your Common Application account at www.commonapp.org (starting in August).

Complete Early Decision/Early Action applications according to specific college deadlines. Reminder: Guidance has internal deadlines that are 2 weeks in advance of your college deadlines!

Read Directions Carefully. College applications can have different essay questions and testing & program requirements. Mistakes can reflect very poorly on candidacy for admission.

Almost all college applications and supporting materials are completed and submitted online. All paperwork should be given to your school counselor at least 2 weeks prior to the first college deadline.

College Fairs:

Students should attend the PHS College Fairs, Silver Lake College Fair and be prepared to ask questions and interact with the representatives (they could be the one reading your application!)

Letters of Recommendation:

If they haven’t already, students should ask teachers if they can write them a letter of recommendation. Best practice is to give teachers at least 3 weeks notice to write a letter of recommendation. Counselors will write a letter for every student who needs one. Don’t forget to thank anyone that wrote you a letter of recommendation!

Update PHS Recommendation Profile on Naviance! Teachers and counselors will reference the profile to help write the best letter possible!

Academics:

Colleges will see your 1st & 2nd term grades as well as your final transcript. First quarter grades are sent by request in November and midyear grades are sent automatically in February. Students maintaining good grades is very important to college admissions counselors. Colleges can rescind their acceptance if final grades drop drastically!
Financial Aid/Scholarships:

Parents and Students are encouraged to attend Financial Aid Night at PHS in October to learn more about the process as well as ask questions.

Complete the CSS Profile in October if you are seeking financial aid from a private College/University.

Students should check Naviance starting in January for local/national scholarship information. All students should complete the General Scholarship Application and research other local scholarships as well. School counselors will have seminars with seniors in January to review the scholarship process.

Starting Jan. 1st you can start completing your FAFSA if you are applying for student loans.

Attend College Goal Sunday if assistance completing financial aid forms (FAFSA) is needed. For time/location visit: [www.collegegoalsundayusa.org](http://www.collegegoalsundayusa.org)

NCAA Student Athletes:

Complete NCAA Clearinghouse Forms if you plan to participate in a Division 1 or 2 athletic programs. Visit: [www.ncaaclearinghouse.com](http://www.ncaaclearinghouse.com). You must register at the clearinghouse before the guidance office can upload your initial transcript. Standardized test scores must be sent through CollegeBoard or ACT. Guidance cannot submit test score to NCAA!

College Visits

Continue to visit colleges throughout the fall. Campus visits will help determine what type of college is the best fit academically and personally. Students should submit proof of visit to the attendance monitor to excuse any absence from school.

Students should attend open houses and arrange college visits & interviews. Write thank you notes and e-mails after college interviews & meetings with admission representatives.
PHS Guidance Department
Junior/Senior College Planning Timeline

Spring of Senior Year (February – May)

- Check Naviance for important financial aid websites and local scholarships. Contact college financial aid offices or www.mefa.org if you have questions or concerns about your financial aid package. Submit FAFSA (if applicable)
- Midyear reports will be send to colleges in February.
- Students interested in a 2 year college should sign up in Guidance for an appointment with an admissions representative for “decision days”.
- Visit colleges to help make final commitment decisions. Review college acceptances and financial award letters carefully. The standard college deadline to submit deposits by May 1st.
- Pay for and take AP exams (if applicable)
- Students will complete the Senior Exit Survey in order to inform the school of post-secondary plans and to indicate where to send final transcripts. (Students will need to indicate if they are going to college, military, work, gap year etc.)
- Continue to get good grades in all your senior year classes.
- Final transcripts will be mailed out in June.

Helpful Guidelines for Parents:

- All parents should be sure to obtain Naviance Family Connection log in information from their child’s school counselor! This is the most effective way of staying involved with the college application process!
- Openly discuss future plans, including financial concerns and any restrictions with your child. This should be done early in the school selection process so that everyone is on the same page.
- Encourage your child to develop independence! They are responsible for balancing homework, sports, work, and other activities now and when they arrive at college. Students should be seeking out help if they are having trouble in school. Self-advocacy is key! It is recommended that parents allow students to complete their own college applications, SAT registrations and scholarship applications.
- Contact your child’s school counselor with any questions regarding graduation requirements or post-graduation planning.
- Check your e-mail, phone messages, the PHS Guidance website & Naviance for important information regarding college visits, scholarships, financial aid opportunities, standardized tests, and career exploration. Sign up for guidance counselor texts.
- Be aware of deadlines & keep records of contacts with schools – phone calls, names or representatives, meetings, etc.
- Parents and students should be aware that there are fees associated with the college application process such as: college applications, standardized tests, sending standardized test scores to colleges, transcript requests.
- Remain positive and encourage your child to work hard in achieving success.
- Stay in contact with teachers to ensure that grades do not dip once your child receives college acceptance letters. While rare, colleges can still rescind acceptances.