

College Access Program (CAP) Coordinator

Student Name

High School

AUGUST CHECKLIST

NOTES

REVIEW COLLEGE LIST

Know which type of post-secondary program you want to attend
Use planner [resource](#)

SAVE MONEY

from a summer job

REQUEST ADMISSIONS INFORMATION

from colleges on your list

GO ON COLLEGE VISITS

BRAINSTORM

college essay ideas with your CAP Coordinator
[College Essay Tool](#)

HOST A CONVERSATION AT HOME WITH FAMILY OR SUPPORT SYSTEM

Where do you want to go?
What is the cost of college?
Do you want to live on campus?
what do you want to major in?

MEET WITH YOUR SCHOOL COUNSELOR

and CAP Coordinator to double check that you will have enough credits at the end of the year to graduate and that the credits meet college admissions requirements.
[Are You On Track?](#)

FOCUS ON MAINTAINING OR INCREASING YOUR GPA

[Calculate GPA](#)

CONTINUE TO VISIT:

phillygoes2college.org

Have you had a conversation with family members about going to college?

YES NO

List of interested majors and schools:



SEPTEMBER CHECKLIST

NOTES

SET REMINDERS

in phone calendars for all admissions deadlines for all interested colleges:

[Match and Fit Tool](#) and [Comparing Colleges Worksheet](#)

BEGIN USING AND TRACKING APPLICATIONS

with your CAP Coordinator: [College Application Tracker Tool](#)

CREATE SEPARATE FOLDERS

for each of the schools that interest you and keep the materials organized

COMPLETE A PERSONAL "BRAG" SHEET

or resume with your CAP Coordinator for college applications (if needed)

MEET WITH CAP COORDINATOR

to prepare for what information is needed for the Free Application for Federal Student Aid (FAFSA)

- Collect documents needed for FAFSA from parent(s)

BEGIN WRITING DRAFTS

of your college essay, work with your CAP Coordinator as a second set of eyes: [College Essay Tool](#) and brainstorming [worksheet](#)

START COMPLETING EARLY ADMISSION COLLEGE APPLICATION

[Applying to College](#)

MEET WITH ADMISSION REPRESENTATIVES

who visit your high school

ATTEND VIRTUAL TOURS

of college campuses/visit college campuses if you can

ASK AND THEN REQUEST

letters of recommendation from teachers, school counselors, and CAP Coordinators to accompany your admissions applications

BEGIN CHECKING EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

COLLECT THE NEEDED INFORMATION

to setup an Federal Student Aid (FSA) ID for you and your parent(s) through the FAFSA (emails, social security numbers, etc.)

REMINDER:

[FAFSA](#) opens October 1st

Have you created an account on the [Common App](#) portal?

YES NO

Connect your Naviance account to the Common App portal

Outline of college essay completed

Attend a financial aid workshop (hosted by CAP)

Attend a college admissions presentation/workshop (hosted by CAP)

Finalize list of schools you're applying to and deadlines

Ask/request recommendation letters?

YES NO

OCTOBER CHECKLIST

NOTES



TAKE THE SCHOOL-BASED SAT

to improve scores or register on your own - [SAT dates](#)



CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information



CONTINUE WORKING ON ADMISSIONS ESSAY(S)

[College Essay Tool](#)



CHECK IF COLLEGES USE CSS/FINANCIAL AID PROFILE

and register, if applicable
[CSS Profile](#)



SUBMIT EARLY COLLEGE APPLICATIONS

[Applying to College](#)



MEET WITH YOUR CAP COORDINATOR

to develop a college admissions and financial aid application plan
[Pay for College Video](#)



CREATE YOUR FSA ID

if you have not already done so. Remind parent(s) they also need to create an FSA ID

[FAFSA #1 Types of Aid](#)

[FAFSA #2 Overview & Myths Revealed](#)



REQUEST YOUR TRANSCRIPT

be sent by high school to college(s) as needed



ATTEND COLLEGE PLANNING AND/OR FINANCIAL AID INFORMATION NIGHTS

and college fairs at your high school or at the school district

Have you and your parent(s) both created an FSA ID for FAFSA?

YES NO

Is the first draft of your college essay completed?

YES NO

Have you checked with counselor that transcripts and recommendation letters were sent?

YES NO

TEMPLE

DREXEL

VILLANOVA

NOVEMBER CHECKLIST

NOTES

FINALIZE ADMISSIONS APPLICATION(S)

and make sure all additional materials have been received by each college

COMPLETE APPLICATIONS FOR SCHOLARSHIPS

COMPLETE THE FAFSA AND PHEAA APPLICATIONS

to determine your financial eligibility: [FAFSA](#) and [PHEAA](#)

FOLLOW UP

to ensure all letters of recommendation and high school transcripts have been sent with your college applications to each school

REVIEW AND SAVE A COPY

of your [Student Aid Report](#) (SAR)

CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

MEET WITH YOUR CAP COORDINATOR

to check if you were verified for financial aid

[What is financial aid verification?](#)

ASK COLLEGES HOW THEY SEND FINANCIAL AID PACKAGES OUT

to accepted students:

- Portal
- Email
- Mail

ATTEND COLLEGE PLANNING AND/OR FINANCIAL AID INFORMATION NIGHTS

and college fairs at your high school or at the school district, if you have not already done so

Have you completed the FAFSA with your parent(s)?

YES NO

Have you checked to see if you were verified?

YES NO

Have you met with your CAP Coordinator about your post-secondary plans?

YES NO

Have you started to compile a list of eligible scholarships?

YES NO

UARTS

C.C.P.

JEFFERSON

DECEMBER CHECKLIST

NOTES

FINALIZE ADMISSIONS APPLICATION(S)

and make sure all additional materials have been received by each college

REVIEW AND COMPARE FINANCIAL AID PACKAGES

offered by each college that accepted you

MEET WITH YOUR CAP COORDINATOR

to check if you were verified for financial aid

CHECK EMAIL

at least once a day to make sure colleges have not emailed you requesting additional information

CHECK YOUR STUDENT AID REPORT (SAR)

After you have submitted your FAFSA, you will receive your SAR. Check it for any errors and share with your family and CAP Coordinator to discuss next steps

Have you received a financial aid package from each college you were accepted to?

YES NO

Have you started to apply for scholarships?

YES NO

Have you submitted final college applications (if needed)?

YES NO

JANUARY-APRIL CHECKLIST

NOTES

COMPLETE FAFSA VERIFICATION (IF NEEDED)

MAKE A FINAL DECISION

about which school you want to attend

CONTINUE TO APPLY TO SCHOLARSHIPS

APPLY

for [Last Dollar Scholarship](#) (Ask CAP Coordinator for support)

MAY-JUNE CHECKLIST

NOTES



COLLEGE DECISION DAY: MAY 1ST

Make your college decision!



REGISTER FOR CLASSES



ATTEND ORIENTATION DAY



SUBMIT DEPOSIT



SCHEDULE PLACEMENT TESTS (IF NEEDED)



MY TOP 5 COLLEGES/UNIVERSITIES

| NAME | PROS | CONS |
|------|------|------|
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