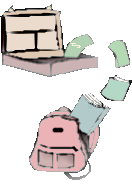
 CHECKLIST for COLLEGE-BOUND SENIORS 

|  |  |
| --- | --- |
|  | 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. |
|  | Transcripts are available through Family Connection/Naviance for your transcript requests. **You can log on using UCS login** at http://connection.naviance.com/uticahs **Directions to request transcripts in Family Connection:**  1. Select the **Colleges** tab in Family Connection.  2. Click the **Transcripts** link, listed in the **Resources** section of the tab.  3. Click **Request transcripts** for the type of transcript you are requesting.  4. Enter the necessary information. This will differ based on the destination of the transcript.  Click **Request Transcripts**. *It make take up to a week for the college to receive the transcript.* |
|  | Register with ACT if you wish to retake this college entrance test at [www.actstudent.org](http://www.actstudent.org). This is at the student’s own cost.Contact ACT to have your test scores sent to your college choices. Or consider taking the SAT.  OR |
|  | Update and complete your Educational Development Plan using Family Connection/Naviance. Make sure your careers and college choices are accurate and up-to-date. |
|  | Meet with your three most preferred college admission advisors. Check the posters and register online at [www.naviance.com](http://www.naviance.com) using your computer login as your email/password. Click on the College tab. View upcoming College Visits and “sign up” for (3) presentations. |
|  | Research colleges by going online to their websites or using your Family Connection/Naviance account at [www.naviance.com](http://www.naviance.com). 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). |
|  | Discuss colleges with parents, counselors, teachers, college alumni and friends currently enrolled. ***Attend Financial Aid Night – scheduled for Wednesday, December 9, 2015 at 6:30 pm in the Utica HS Auditorium.*** |
|  | C:\Documents and Settings\wynnpm\Local Settings\Temporary Internet Files\Content.IE5\ZEVFC5RK\MC910217623[1].wmf 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.*** |
|  | Start applying to colleges. Seniors should be advised to check with your college choice for deadlines for early admission decision. Apply to at least three-five 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. |
|  | Talk with your *junior teachers about letters of recommendation*. They know you best! Give them *3-4 weeks’ notice at least.* Provide them with an accurate list of your accomplishments and activities. Send a thank you note! |
|  | Continue your involvement in volunteer and extracurricular activities. |
|  | 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. |
|  | Begin applying for scholarships: C:\Program Files\Microsoft Office\Media\CntCD1\ClipArt2\j0217282.wmfHave parents check employers, church and organizations to which they belong.  Check out the scholarship section of Family Connection/Naviance at [www.naviance.com](http://www.naviance.com).  Check the scholarship section of the UCS website weekly at <http://uticak12.org>  Or look at the Utica High website <http://uhs.uticak12.org> under the weekly calendar.  Check with the financial aid office at college(s) you are planning to attend.  **File a FAFSA application online by mid-February** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).   * Create a FSA ID for both parent and student before filing at <https://fsaid.ed.gov> * Check out the financial aid estimator at [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov) .   Books, computer software, etc. are available at the local library. |
|  | Notify your counselor or counseling secretary of any scholarships received. Include the $ amount. |
|  | Notify your counselor or counseling secretary regarding which college should receive your 7th and/or 8th semester grades. |
|  | Notify the counseling secretary of your final college choice. Let the other colleges know you will not be attending, so another student can be accommodated from their waitlist. |
|  | Potential college student athletes must comply with **NCAA Requirements**. See your coach, then counselor and visit [www.ncaa.org](http://www.ncaa.org) for details. |

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

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

**Contact the National Association of Student Financial Aid Administrators** with your questions at [www.nasfaa.org](http://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.

***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> .

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 [www.fafsa4caster.ed.gov](http://www.fafsa4caster.ed.gov) This should be done January-February of your senior year.

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

**State of Michigan Student Financial Aid -** [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid)

**Education Resource Organizations Directory -** [www.ed.gov/erod](http://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. MC900234625[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/Family Connection account to keep your counselor informed of where you are applying.
  + After you apply online, request your transcripts using Family Connection/Naviance for your transcript requests. **You can log on using UCS login** at http://connection.naviance.com/uticahs

**Directions to request transcripts through Family Connection:**

1. Select the **Colleges** tab in Family Connection.

2. Click the **Transcripts** link, listed in the **Resources** section of the tab.

3. Click **Request transcripts** for the type of transcript you are requesting.

4. Enter the necessary information. This will differ based on the destination of the transcript.

* + - Click **Request Transcripts**.
  + 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.

C:\Users\wynnpm\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TOEHCLQH\MC900020647[1].wmfThe 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/Family Connection 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.).
* Send a thank-you letter to the person writing the recommendation.

***Complete your Financial Aid information***

* ***Attend Financial Aid night on Wednesday, December 9, 2015 at 6:30 pm in Utica HS Auditorium.***
* Apply for your FSA ID for FAFSA (Free Application for Federal Student Aid) at <http://fsaid.ed.gov>.
* In January or February of your senior year, complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This form may assist you with state, federal and/or college financial assistance. Apply by **mid-February** for your best opportunity.

**FAFSA: Step by Step**

As reported by [www.fastweb.com](http://www.fastweb.com)

**What is a FAFSA?** FAFSA stands for Free Application for Federal Student Aid. The federal government uses this form to determine your eligibility for financial aid including: grants, work-study, scholarships and loans. Seniors must apply as soon as possible after January 1 of your senior year, preferably by February 15.

**Why fill this out?** The FAFSA is used to determine how much aid you are eligible to receive. The government will determine your EFC – Expected Family Contribution – which your family must contribute in the coming year to your college costs, based on the government’s calculation.

**How does it work?** Your prospective college will try to meet your financial need through aid made up of funds from federal, state, school and private sources – these may include loans (which you pay back), grants, scholarships and student employment. Start by applying for your personal username and password or FSA ID at <https://fsaid.ed.gov>

FAFSA Process: Easy as 1-2-3-4

**Step 1: Apply for your FSA ID** at <https://fsaid.ed.gov>

Your FSA ID can be used to electronically apply for federal student aid and to access your Federal Student Aid records online. When you receive your FSA ID, you agree not to share it with anyone. Your FSA ID serves as your electronic signature.

**Step 2: Assemble forms needed to complete the FAFSA**

You need the following to complete the form:

* Social Security number
* Current bank statements
* Driver’s license (if any)
* Current mortgage and investment records (if any)
* Alien registration card (if not a U.S. citizen)
* Last year’s federal tax return (estimates are OK on tax questions)
* Last year’s untaxed income records (if any)
* Last year’s W2 forms and other record of money earned
* Parents’ last year’s income tax return (if considered dependent)

**Step 3: Complete the FAFSA**

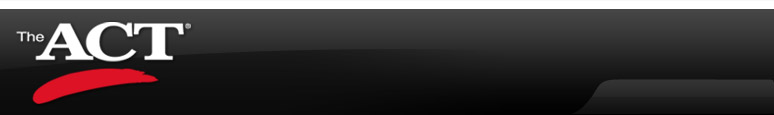
* Complete a FAFSA on the web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
* In order to maximize your amount of aid, fill out the FAFSA as soon as possible after January 1.
* Once finished, print the FAFSA summary as well as the “Submission Confirmation” page (or write down your confirmation number and date.) If completing the paper version, make a copy for your records.

**Step 4: Review your Student Aid Report (SAR)**

* C:\Documents and Settings\wynnpm\Local Settings\Temporary Internet Files\Content.IE5\GXDCS5WJ\MC900434617[1].wmfThe SAR is proof that your FAFSA was received. You should receive your electronic SAR in 1-3 days if you signed in with your FSA ID (paper form takes 2-3 weeks).
* If you find errors on your SAR, you can make corrections online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
* If you don’t receive your SAR within 4 weeks, call 1-800-433-3243 (1-800-4-FED-AID).

**FAFSA TIPS:**

* The FAFSA is FREE! If you need help, call the FAFSA Help Desk at 1-800-4-FED-AID.
* Fill out the FAFSA as soon as possible after January 1 and EACH SUCCESSIVE year once you’re in college. Early submission maximizes chances of receiving aid and **must be completed by February 15 for freshmen.** .
* Save your FAFSA online if you can’t finish it in one session: Click the “SAVE” button to save info for 45 days.
* Don’t leave any fields blank. If a question doesn’t apply, enter “0.”
* Sign the application. If you are filing as a dependent, make sure your parents sign also. You can use your PIN if signing electronically.
* ***Attend Financial Aid night on Wednesday, December 9, 2015 at 6:30 pm in Utica HS Auditorium.***



**How do you sign up for the ACT? YES, you can re-take it.**

[**Online registration**](http://www.actstudent.org/account/) **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.

**Reminder: You need to** [**register by mail**](http://www.actstudent.org/forms/stud_req.html) **only if you are** [**younger than 13**](http://www.actstudent.org/regist/jrhigh.html) **or cannot pay by credit card.**

* If you plan to test at a [national or international test center](http://www.actstudent.org/regist/centers.html), sign up online by creating or logging in to your [student Web account](http://www.actstudent.org/account/)
* If you are requesting [extended time](http://www.act.org/aap/disab/opt2.html) or [other accommodations](http://www.act.org/aap/disab/opt1.html) for the first time, sign up online by creating or logging in to your [student Web account](http://www.actstudent.org/account/) or [register by mail](http://www.actstudent.org/forms/stud_req.html) **in addition to** completing the application request and submitting required documentation.
* If you missed the late registration deadline, you may [request standby testing](http://www.actstudent.org/regist/standbytest.html) by creating a Web account and completing a downloadable request form.
* If you are [homebound or confined](http://www.actstudent.org/faq/answers/confined.html), 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](http://www.actstudent.org/faq/answers/nonsat.html) 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](http://www.act.org/aap/pdf/arranged.pdf)
* 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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Test Date** | **Registration Deadline** | **(Late Fee Required)** | | --- | --- | --- | | September 12, 2015 | August 7, 2015 | August 8–21, 2015 | | October 24, 2015 | September 18, 2015 | September 19–October 2, 2015 | | December 12, 2015 | November 6, 2015 | November 7–20, 2015 | | February 6, 2016\* | January 8, 2016 | January 9–15, 2016 | | April 9, 2016 | March 4, 2016 | March 5–18, 2016 | | June 11, 2016\*\* | May 6, 2016 | May 7–20, 2016 |   \*\*See Non-Saturday testing for information related to this test date. |

Information taken from [www.actstudent.org](http://www.actstudent.org) on May 5, 2015.

**Register for the SAT®**

**Register Online at** [**https://sat.collegeboard.org**](https://sat.collegeboard.org)

**The quickest and easiest way to register!**

Choose your test date and test center in real time; get immediate registration confirmation; get 24-hour access to registration for printing or correcting your Admission Ticket

**You must provide a photo with your registration, which will become part of your Admission Ticket.** By providing your photograph, you help us to ensure the integrity of the test administration for all students. [**Learn more about how we may use your photo.**](https://sat.collegeboard.org/register/test-security-and-fairness)

Note: You are responsible for ensuring your photo meets the requirements below. Successful upload of your photo only indicates that it meets the technical requirements (correct file type and size). It **does not** indicate that your photo is acceptable for test day (e.g., recognizable as you, no sunglasses, no other people, etc.)

Photos must be properly focused with a full-face view, be clearly identifiable as you, and match your appearance on test day. You will have the opportunity to crop and reposition your photo after uploading it. **If you are not easily recognizable in your photo, you will not be admitted to the test center.**

### **Register by Mail**

Certain situations require that you register by mail. You should use mail registration if you:

* Paying by check or money order (payable to "The College Board")
* [Registering for Sunday](http://sat.collegeboard.org/register/special-circumstances#sundayTestingDetails) testing for the first time due to a religious observance
* [Requesting that we open a test center nearer to your home](http://sat.collegeboard.org/register/special-circumstances#closeToHomeDetails)
* Unable to upload a digital photo of yourself as part of the online registration process.

To register by mail, you'll need an SAT Paper Registration Guide, which is available at your school counselor's office. A registration form and return envelope are included with the SAT Paper Registration Guide. When completing the application, you may need a College Board code number for college majors, college and scholarship programs, test centers, high schools or countries. To find these numbers, use our [Code Search](http://sat.collegeboard.org/register/sat-code-search) tool or the code list in your counselor's office. The SAT is offered seven times each year in the U.S. and six times internationally.

***It is offered in October, November, December, January, March (U.S. only; SAT only), May and June.  Dates have yet to be published.***

School Year Ending 2016 (i.e. 2015-2016)

This year's test dates, normal registration deadlines, late registration deadlines, and score availability are posted below.  *The dates below are based on our highly reliable institutional sources* (e.g. official schools, testing centers) who are in direct official communication with College Board, *even though the dates may not yet be posted on the Official College Board site.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Test Date** | **Normal Deadline** | **Late Registration** | **Online Score Release** |
| October 3, 2015 | September 2, 2015 | September 18, 2015 | October 22, 2015 |
| November 7, 2015 | October 1, 2015 | October 23, 2015 | November 26, 2015 |
| December 5, 2015 | November 6, 2015 | November 20, 2015 | December 24, 2015 |
| January 23, 2016 | December 25, 2015 | January 8, 2016 | February 11, 2016 |
| March 5, 2016 \* | January 29, 2016 | February 12, 2016 | March 24, 2016 |
| May 7, 2016 \* | April 8, 2016 | April 22, 2016 | May 26, 2016 |
| June 4, 2016 \* | May 6, 2016 | May 20, 2016 | June 23, 2016 |

Copied on May 15, 2015 from: <http://blog.prepscholar.com/sat-test-dates-2015-2016>



***UTICA HIGH COLLEGE PRESENTATIONS – 2015***

***All UHS students are invited to attend***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College** | **Date** | **Day** | **Hour** | **Location** |
| Michigan State University | Sep 23 | Wed | 3rd | ECC |
| Lake Superior State | Sep 24 | Thu | 2nd | Counseling Conference Room |
| University of Michigan – Dearborn | Sep 24 | Thu | 6th | Counseling Conference Room |
| Bowling Green State University | Sep 28 | Mon | 1st | Counseling Conference Room |
| Albion College | Sep 28 | Mon | 3rd | Counseling Conference Room |
| Central Michigan University | Sep 29 | Tue | 4th A/B | ECC |
| Michigan Technological University | Sep 29 | Tue | 6th | Counseling Conference Room |
| Western Michigan University | Sep 30 | Wed | 3rd | ECC |
| Northern Michigan University | Oct 01 | Thu | 3rd | Counseling Conference Room |
| Wayne State University | Oct 01 | Thu | 4th A/B | ECC |
| University of Michigan - Flint | Oct 05 | Mon | 5th | Counseling Conference Room |
| Grand Valley State University | Oct 06 | Tue | 2nd | ECC |
| Oakland University | Oct 06 | Tue | 6th | ECC |
| Macomb Community College | Oct 08 | Thu | 6th | ECC |
| University of Toledo | Oct 12 | Mon | 1st | Counseling Conference Room |
| University of Detroit Mercy | Oct 12 | Mon | 4th A/B | Counseling Conference Room |
| Davenport University | Oct 16 | Fri | 2nd | Counseling Conference Room |
| Madonna University | Oct 19 | Mon | 1st | Counseling Conference Room |
| Baker College | Oct 20 | Tue | 2nd | Counseling Conference Room |
| University of Michigan – Ann Arbor | Oct 22 | Thu | 4th A/B | ECC |
| College for Creative Studies | Oct 23 | Fri | 5th | Counseling Conference Room |
| Lawrence Technological University | Oct 29 | Thu | 6th | Counseling Conference Room |

*DATES and LOCATIONS are subject to change* - Please listen to morning announcements.

You need to register at least 24 hours before the visit. To register, go to <http://naviance.com> to your Naviance/Family Connection account, using your computer login as your Email/password.

Click on the College Tab and view all Upcoming College Visits. Click on SIGN ME UP.

Students may register for no more than three (3) college presentations yearly. If you don’t register, you can’t attend!

***PLEASE NOTE the date, time and place in your planner – reminder passes are not provided.***