

TIMETABLE

The following checklists can assist you in your post-graduation planning

FRESHMAN YEAR

In their Freshman year, Jordan students:

- ☐ Start checking out [Xello](#), [CFNC](#), [career opportunities](#), or [military branches](#).
- ☐ Attend class specific presentations for important information (details will be sent out prior to the event)
- ☐ Create a list at the beginning of the year of activities, leadership roles, etc and continue to update it as new activities and opportunities arise-this will make it much easier to fill out scholarship applications, activities and brag sheet going into Senior year.
- ☐ Become involved in activities. Getting involved in [clubs](#), sports, jobs, etc early is beneficial not just for your resume but for your personal growth as well. Look into [summer programs](#)- sports, service, academic, interest.
- ☐ Plan meaningful summer activities, including research projects, pre-college summer programs at colleges, working, pursuing a hobby, etc.
- ☐ Create a professional email (you can have it forwarded to another email you may check more often). It is not advisable that you sign up for college visits, do college applications, summer workshop applications, work applications with a 'cute' or 'funny' email.
- ☐ **Fill out any official documents, applications, forms in black or blue INK not pencil**
- ☐ If you are not sure what to put in an email or if you are writing an email appropriately to a teacher, college, etc, please contact your Counselor.
- ☐ Use your FULL LEGAL NAME for all accounts: testing (PSAT, SAT, ACT), when submitting an application for scholarships, workshops, college, etc.

SOPHOMORE YEAR

In their Sophomore year, Jordan students:

- ☐ Look into college visits, work programs, etc
- ☐ Attend class specific presentations for important information (details will be sent out prior to the event)
- ☐ Update student list of activities
- ☐ Become involved in activities. Getting involved in [clubs](#), sports, jobs, etc early is beneficial not just for your resume but for your personal growth as well.
- ☐ Create a list on [Xello](#) or Big Future of prospective colleges, if college bound
- ☐ Begin gathering information from colleges, certification programs, careers, military. Use websites and the resources available in the Counseling office to research post-graduation plans.
- ☐ If you are college bound, visit colleges either virtually or in person
- ☐ Look into [summer programs](#)- sports, service, academic, work, internships
- ☐ **Fill out any official documents, applications, forms in black or blue INK not pencil**
- ☐ If you are not sure what to put in an email or if you are writing an email appropriately to a teacher, college, etc, please contact your Counselor
- ☐ Use your FULL LEGAL NAME for all accounts-testing (PSAT, SAT, ACT), when submitting an application for scholarships, workshops, college, etc.

JUNIOR YEAR

In their Junior year, Jordan students:

- ☐ Take the PSAT in October at Jordan (counts toward National Merit eligibility)
- ☐ If pursuing a 4 yr college, you may need to take the ACT and/or SAT during 2nd semester-**free prep on their websites.**
 - ☐ Jordan has an opportunity in the Spring for ALL Juniors to take the ACT.
- ☐ Research post-graduation plans through [Xello](#), [CFNC](#), and the Student Services office
- ☐ Attend class specific presentations for important information (details will be sent out prior to the event)
- ☐ Become involved in activities. Getting involved in [clubs](#), sports, jobs, etc early is beneficial not just for your resume but for your personal growth as well.
- ☐ Look into [summer plans/programs](#)- sports, service, academic, work, internships
- ☐ Take SAT II Subject Tests, if applicable
- ☐ Take AP exams in May, if applicable
- ☐ Establish a profile with FastWeb, Going Merry, SallieMae, etc for scholarships. Begin a scholarship search, if college bound.
- ☐ Update student list of activities
- ☐ Determine teachers from whom you would like a recommendation letter for college. In asking a teacher to write a recommendation, the student should be sure the teacher knows them well, not just earned a good grade in the class. Students should begin asking teachers (2-3 max) to write letters for them by the end of their Junior year. **Letters will be uploaded or mailed directly to the college.**
- ☐ Write college application essays over the summer to minimize the amount of work required during the school year. Make sure a trusted adult has reviewed the essays.
- ☐ Check email often. Most communication is done through email.
- ☐ **Fill out any official documents, applications, forms in black or blue INK not pencil**
- ☐ Use your FULL LEGAL NAME for all accounts, forms, etc
- ☐ **If you are wanting to apply to Art/Design schools, you can usually start applying during your Junior year. Take advantage of this!** It helps to get your portfolio ready and have them help you along the way.
- ☐ **If you are wanting to apply to a military academy, start your Junior year!** Requirements can be time consuming

For [potential collegiate athletes](#):

- ☐ Compose and revise your college list at the beginning of the year. It's important to remember that Division 3 schools do not offer athletic scholarships, if you're thinking about being recruited for the financial incentives, prepare your list accordingly.
- ☐ Research the performance of your sport at each college or university you're considering. Some sports such as swimming and track are time-based and it's easy to get a grasp on how competitive you'd be at each school. Team sports like basketball, football, soccer and lacrosse are much more nuanced. Contact coaches at each school in the fall. Ask your coach to contact the coaches as well.
- ☐ Make "unofficial" visits.
- ☐ Prepare and send a sports/academic/extracurricular resume.
- ☐ Prepare and send a "highlights" video to each coach.
- ☐ Follow-up with coach with your stats, schedules, etc.
- ☐ Register with the [NCAA Eligibility Center](#).
- ☐ Participate in camps and showcases during the summer, if possible.

SENIOR YEAR

FIRST SEMESTER:

- ☐ If you are not sure what you are doing after graduation, contact the career advisor, college advisor, or your Counselor. We can help!
- ☐ If enlisting in the military, meet with the branch recruiter
- ☐ Submit Student and Parent brag sheets to the Counseling office if a letter of recommendation is needed from your Counselor
- ☐ Complete college applications by October 31st. It is the **student's responsibility** to request transcripts, complete and send college applications. If applying through [CFNC](#), transcripts will be automatically pulled from the system.
- ☐ Use your FULL LEGAL NAME for all accounts-testing (PSAT, SAT, ACT), when submitting an application for scholarships, workshops, college, etc.
- ☐ Provide the teacher(s) who is writing your recommendation the deadline for each college to which you are applying in writing or via email. Request a letter from teachers at least two weeks prior to the deadline. **Teacher letters will be sent directly from the teacher to the college. If using Common App, letters will be uploaded.**
- ☐ Take the ACT/SAT again if necessary [check to see if a test is needed]
 - ☐ Have College Board send your SAT scores and the ACT organization send your ACT scores to colleges you're applying to, if you didn't already mark the college when you signed up to test
- ☐ Complete the FAFSA and CSS Profile (if required) form as soon as possible if you are seeking financial aid. **FAFSA application opens in October!**
- ☐ **Fill out any official documents, applications, forms in black or blue INK not pencil**
- ☐ If you are not sure what to put in an email or if you are writing an email appropriately to a teacher, college, etc, please contact your Counselor
- ☐ Student athletes: make official college visits for recruitment purposes. Work with the AD and your coaches.

SECOND SEMESTER:

- ☐ Submit Mid-year report/transcript requests to the Counseling office by early February. Check the Admissions website to see if this is something you will need for your application.
- ☐ Meet with your Counselor, our Career Coordinator, and/or college advisor for post graduation plans if you are not sure or you haven't sought out any programs/colleges/careers yet.
- ☐ **Monitor applications to be sure that all materials are sent and received on time and that applications are complete. Stay on top of things and do not procrastinate; you can ruin your chances for admission and/or scholarships by missing a deadline. They will also send important registration and financial aid information to your email.**
- ☐ Participate in scholarship competitions, if possible
- ☐ Ensure the Counseling office knows your final post-graduation plans
- ☐ Take AP exams, if applicable