

12th Grade Checklist for Applying to Four-Year College

1. Visit the [12th Grade College Counseling Calendar](#) on the *Seniors* page of the Counseling website and make note of all the important dates that apply to you.
2. Use your [Naviance](#) account to research colleges based on your criteria (size, admissions, location, etc.) and create a **final** college list. Add all colleges to your "*colleges I'm applying to*" list with accurate *type* (regular/early/rolling) of application. **If the college accepts the Common Application, indicate if you are "Applying via Common App."**
3. If you are considering [Early Action/Early Decision/Early Restrictive Action](#), talk to your counselor. You will need to enter the correct admission type in your Naviance college list and complete any required forms by ***October 1st***
4. Prepare and register for [ACT w/Writing](#) and/or [SAT Reasoning and/or Subject tests](#) in Oct., Nov., and/or Dec. Send four free scores at registration **and send scores to ALL colleges to which you will apply**. LCC CEEB Code: 050858. For **CSU**, use SAT code 3594 to send scores to all CSUs OR send official ACT to one CSU and use CSU Mentor to share with other campuses. For **UC**, if you send official SAT or ACT scores to one UC campus, it will share with other campuses to which you apply.
5. Attend college rep. visits in the College & Career Center and visit college campuses for tours.
6. Attend the LCC [12th Grade Presentation in class](#) in September, and the [UC/CSU college application workshops](#) in Oct/Nov.
7. Locate college admission and financial aid applications through [Naviance](#) and specific college websites.
8. If a letter of recommendation from a teacher and/or counselor is **required***: (***letters are not required/accepted for CSU/UC.**)
 - a. Request a letter in person, allow at least 2 weeks.
 - b. Complete [Brag Packet](#) and add your counselor/teacher(s) under *Recommendations* in "*Colleges I'm applying to*" in Naviance.
 - c. **To each letter writer**, submit a [FERPA](#), and any required paper forms, with stamped envelopes addressed to the college with no return address, for non-Common App. colleges or scholarships that are not electronically submitted.
9. Attend CSU Application Workshop and complete CSU Application (10/1 – 11/30) <http://csumentor.org/>.
10. Draft, revise and finalize personal statement for UC and/or private school applications (**Not required for CSU**).
11. Attend UC Application Workshop & complete UC Application (11/1–11/30) www.universityofcalifornia.edu/apply.
12. Optional: Make an appointment with your counselor to ask any questions you may have re: graduation/college apps.
13. Complete private school applications (**Deadlines vary**: November – March). Many use the [Common Application](#).
14. If necessary, request official transcripts from the LCC Registrar to be mailed (allow at least 3 business days to process). **Only send transcripts to CSU/UC if required or requested by a specific campus or program.**
15. Attend [Financial Aid Night](#) at LCC and complete financial aid applications.
 - Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov. Get a Personal ID Number (PIN), application January 1-March 2. If you have not already, submit a [Cal Grant GPA Verification Release form](#) to the Registrar.
 - If required, complete the [CSS Profile](#) (financial aid for participating private schools).
 - Complete financial aid and scholarship applications for specific colleges.
 - Obtain and complete applications for private for scholarships and grants.
16. Request mid-year reports after 1st term grades (private and/or out-of state- schools, if required).
17. After admission decisions, compare offers and respond to college. Be sure to follow all instructions in the acceptance letter and meet all the stated deadlines. Contact the undergraduate admissions department or your alpha-counselor if you have questions.
18. June- Order final transcript through the LCC Registrar (bring a stamped, addressed envelope to her and fill out a transcript order form). Final transcripts will NOT be sent through Naviance.