This Timeline and Checklist offers helpful reminders for tasks to complete during high school to help you prepare for the options after high school especially if you want to attend college. As you review this checklist keep in mind your calendar may differ depending on the type of education you pursue. This checklist should only be used as a guide to creating your own list.

**TIME LINE AND CHECKLIST**

Freshman and Sophomores
- Get to know your high school guidance counselor.
- Plan a family college discussion.
- Develop good study skills.
- Explore careers you find interesting.
- Get your Social Security Number (visit www.ssn.gov)
- Start evaluating your personality, interests, and skills.
- Take challenging courses.
- Participate in extracurricular activities.

Juniors
- SEPTEMBER: Visit College Websites.
- Plan a family college discussion.
- Review your courses with your guidance counselor.
- Prepare a list of questions to ask college representatives.
- Make a list of schools you might want to attend.
- Collect college brochures. Register for the PSAT.
- Create files to keep copies of applications and correspondence.
- Set up a calendar to track important dates and deadlines.

OCTOBER–NOVEMBER:
- Attend college fairs and financial aid nights.
- Take the PSAT.
- Search for scholarships and student financial aid.

MAY:
- Register and take the ACT and/or AP tests.
- Ask about college prep programs and workshops offered during the summer.
- Search for scholarships and ways to pay for college.
- Get a summer job to save money for college.

JUNE-JULY:
- Talk with friends who are home from college.
- Create a list of schools you would like to attend.
- Schedule college visits and interviews.
- Talk to people in career fields you find interesting.
- Search for scholarships.

AUGUST:
- Request college applications. Give thought to essay topics.
- Consider whom to ask for letters of recommendation.
- Schedule a family meeting to discuss your college plans.

Seniors
- SEPTEMBER:
  - Attend the Montana College Fair in your area! For more details visit: www.MontanaColleges.com | Scholarships!
  - Discuss your course load, college plans, and test scores with your high school counselor.
  - Request college applications.
  - Arrange campus visits.
  - Register to take the SAT/ACT, if necessary.
- OCTOBER:
  - Verify that your transcripts are accurate.
  - Find out which financial aid applications are required by your choice colleges.
  - Ask for letters of recommendation to include with your admissions and/or scholarship applications.
  - Work on admission application essays.
  - Attend college fairs and financial aid nights.
  - “Early decision” candidates should complete college applications.
  - Take SAT or ACT, if registered.
- NOVEMBER:
  - Continue completing your college applications.
  - Determine which financial aid forms your choice colleges require—when in doubt contact the financial aid office.
  - Search for additional sources of student financial aid.
- DECEMBER:
  - Complete school applications ideally by December 1.
  - Print the “FASFA on the Web Worksheet.” This form can help you gather the necessary information to complete the Free Application for Federal Student Aid (FAFSA). Visit http://fafsa.ed.gov.
  - Stay organized and watch deadlines.
- JANUARY:
  - Submit your FAFSA via the Web as soon after January 1 as possible because some student aid programs award funds on a first-come, first-served basis.
  - Fill out and submit required financial aid forms. Follow instructions carefully and make copies for your files.
- FEBRUARY–MARCH:
  - College acceptance and financial award letters will begin to arrive.
  - Watch the mail/visit for your Student Aid Report (SAR). Read results carefully!
  - MUSKWA in February if their junior score was below 3.0 (or retaking the ACT or SAT to improve their writing scores)
  - Stay on top of important financial aid deadlines.
  - Respond quickly to college requests for additional documentation.
- APRIL:
  - Make a decision (many colleges request your reply by May 1 and send your tuition deposit).
  - Register for Advanced Placement (AP) tests, if necessary.
  - Mark your calendar with important deadlines (housing, meals, transportation, financial aid, etc.).
- MAY:
  - Verify that your final transcripts have been mailed.
  - Notify other colleges of your decision not to attend.
  - Continue to search for scholarships.
  - Look for a summer job and save money for school.
  - Evaluate student loan lenders.

**LEADERSHIP SCHOLARSHIPS:**
- Scholarships!
  - Leadership Scholarships: UM’s premier academic scholarship based on merit.
  - General Scholarships: Scholarship deadline is considered on a first-come, first-served need basis.

**ADMISSION REQUIREMENTS**
- Freshmen admission requirements: Complete an application and submit the following:
  - Submit official ACT/SAT scores.
  - Submit courses taken in the last 3 years.
  - AP courses and grades.
  - Letter(s) of recommendation.
  - Transcript.
  - Official high school transcript.

- Transfer admission requirements: (Students who have completed at least 12 credits at a 2-year community college or higher educational institution)
  - Submit official ACT/SAT scores.
  - Submit official college transcripts and courses taken in the last 3 years.
  - AP courses and grades.
  - Letter(s) of recommendation.
  - Official high school transcript.

- Montana University System Writing Placement Test:
  - Required for all students who
    - Have less than 3.5 (or retaking the ACT or SAT to improve their writing scores)
    - Earning a minimum score of 6 on the Essay or 420 on the Writing Section of the SAT; or
    - Earning a minimum score of 440 on the math portion of the ACT, or
    - Earning a minimum score of 3 on the AP English Language or English Literature (or retaking the ACT or SAT to improve their writing scores)

**INSTITUTIONAL ACCREDITATION:**
- The University is regionally accredited by the Northwest Association of Schools and Colleges. Professional schools and departments are approved by specialized accrediting organizations.

**Tuition and Fees: (PER ACADEMIC YEAR)**
- In-State: $4,978 Out of State: $14,484
- Application fee: $30, Online Fee: $36
- Room and Board: $5,440 Books and Supplies: $800

**Financial Aid:**
- Scholarships, grants, loans and work-study aid is awarded on a first-come, first-served need basis.
- Scholarships!
- Leadership Scholarships: UM’s premier academic scholarship based on merit.
- General Scholarships: Scholarship deadline is considered on a first-come, first-served need basis.

**ADMISSIONS SERVICES**
- Montana College Fair in your area! For more details visit: www.MontanaColleges.com | Scholarships!
- Register for the PSAT.
- Create files to keep copies of applications and correspondence.
- Set up a calendar to track important dates and deadlines.
- Attend college fairs and financial aid nights.
- Take the PSAT.
- Search for scholarships and student financial aid.
- Learn the basics about federal and private loans.
- Schedule and make college visits.
- Review your PSAT results with your counselor.
- Talk with friends who are home from college.
- Take both the SAT and ACT at least once.
- Schedule college visits and interviews.
- Talk to people in career fields you find interesting.
- Search for scholarships.
- Request college applications. Give thought to essay topics.
- Consider whom to ask for letters of recommendation.
- Schedule a family meeting to discuss your college plans.
- Estimate how much each college will cost.
- Compare college requirements to your course load.
- Select senior year courses.
- Visit colleges.
- Register and take the SAT, if necessary.
- If planning to attend a military academy or enrolling in an ROTC program? Meet with your high school counselor before leaving for summer vacation.
- Register to take the SAT/ACT.