When preparing to enter universities, community colleges, technical or trade schools, having a well-organized schedule of how you will spend your time will make all the difference. You're never too young to start; you will find something valuable here if you are a senior applying to colleges and for financial aid, or a freshman in high school just starting to develop your own interests.

These yearly timelines are to assist you in being successful in your Post-Secondary planning.

**FRESHMAN YEAR**

*Begin applying for scholarships to finance your Post-Secondary Education/Training.
*Meet with your counselor to discuss your four year plan and graduation requirements.
*Ask your counselor about the ACE+ program, where you can begin earning college credits in high school for free.
*Research West-MEC Career Driven Education programs where you can begin earning career certification in your junior and senior years. Talk to your counselor about these opportunities.
*Utilize the Learning Center time and see your teacher before and after school if you need it.
*Use the Tutor Center (SOAR) Room 806 M-F 7:00-7:55 and T-Th 2:35-4:00 PM. Late buses are available.
*Explore interests and possible careers through assessments (Career Cluster Inventory, Cost of Living Reality Check etc.) and utilize the SHS Student Career Center.

*Complete ECAP Grade 9 Guideways (AZCIS).
**SOPHOMORE YEAR**

*Begin/Continue applying for scholarships to finance your Post-Secondary Education/Training.*
*Sign-up for West-MEC Career Driven Education programs where you can begin earning career certification in your junior and senior years. Talk to your counselor about these opportunities.*
*Utilize the Learning Center time and see your teacher before and after school if you need it.*
*Use the Tutor Center (SOAR) Room 806 M-F 7:00-7:55 and T-Th 2:35-4:00 PM; Late buses are available.*
*Continue exploring interests and possible careers through assessments (Career Cluster Inventory, Cost of Living Reality Check etc.) and utilize the SHS Student Career Center.*
*Set your expectations high; select challenging classes for next year.*
*Get involved on campus, join or continue extra-curricular activities.*
*Participate in volunteer work. It is rewarding and it will help with job, scholarship and college applications.*
*Work on improving your GPA (grade point average) this is important for college admissions and scholarships.*
*Complete ECAP Grade 10 Guideways (AZCIS).*

**March/April**
*Check out summer programs on the SHS Student Career Center website (some have college credits at colleges and Universities).*

**October**
*Register to take your PSAT test for your Junior year.*

**November**
*Apply for the ACE + program, where you can begin earning college credits in high school.*

**End of Sophomore Year/Summer**
*Continue researching careers and post-secondary schools.*
*Continue participating in volunteer work. It is great career exploration, rewarding, and will help with job, scholarship and college applications.*
JUNIOR YEAR

*Juniors need to spending 3 to 4 hours a week applying for scholarships to finance their Post-Secondary Education/Training.*
*Check with your Counselor to discuss college and career plans.*
*Make sure you are enrolled in the necessary college preparatory or tech-prep classes.*
*Check your AIMS Test results.*
*Keep your grades, GPA and class rank up; this is important for college admissions and scholarships.*
*Do lots of reading, especially serious books that will expand your outlook and vocabulary.*
*Visit and utilize the Career Center to research processes for college registration, applying for scholarships.*
*Complete ECAP Grade 11 Guideways (AZCIS).*

**September**
*Register to take PSAT in October.*

**October**
*Take the PSAT.*

**January**
*Begin planning for FAFSA application by attending the Post-Secondary Planning Wednesday FAFSA workshops.*

**Spring**
*Sign up to take the SAT and ACT tests.*
*Start thinking about what university, community college, technical or trade school you want to attend.*
*Collect information from the schools you are interested in by visiting websites.*
*Speak to college representatives as they visit our campus.*
*Visit post-secondary campuses you are interested in whenever possible.*
*Talk to people you know who have attended colleges you are interested in.*
*Attend college and career fairs throughout the year.*
*If you are interested in military academies, start the application process now.*
*Start compiling a "personal portfolio" with a resume and special accomplishments.*
*Practice answering essay questions for college and scholarship applications.*

**End of Junior Year/Summer**
*Check to see if you have met all graduation requirements.*
*Register for NCAA Clearinghouse if you plan to participate in Division I or Division II athletics (SAT and ACT must be taken prior to NCCA certification).*
SENIOR YEAR

*Seniors need to spending 5 to 6 hours a week applying for scholarships to finance your Post-Secondary Education/Training
*Sign up to take the SAT and ACT tests.
*Attend Scholarship and Financial Aid nights with your parents.
*Attend follow up Scholarship/Financial Aid night and workshops.
*Attend University and Community College exploration Field Trips.
*Register for universities, and community colleges before priority deadline dates for scholarship eligibility.
*Visit and utilize the Career Center for assistance with college registration, FASFA and scholarships applications.
*Complete ECAP Grade 12 Guideways (AZCIS).

August/September Senior Year
*Visit College Campuses.
*Apply to Universities.
*Continue/Start Scholarship Searches.
*Attend the National College Fair at the Phoenix Civic Center.

January Senior Year
*Attend FAFSA nights.
*Obtain FAFSA Student and Parent PIN IDs.
*Start gathering needed information and documents to complete FAFSA.
*Take Maricopa Community College entrance exam(s).

March Senior Year
*March 1st FAFSA priority deadline.
*Sign up for Community College classes.

April Senior Year
*Sign up for University College classes.

May Senior Year
*Graduation & Celebrations!!

REMEMBER IF YOU DON'T DESIGN YOUR FUTURE SOMEONE ELSE WILL DESIGN IT FOR YOU!