



## Student's Responsibilities

Make all requests in writing; keep a paper trail.

Meet deadlines set by the college advisor and by your colleges.

Participate in all Advisory activities related to the college application process.

Keep your Activities/Awards/Extracurriculars Resume (yellow folder, kept in room 127) current throughout your four years of high school.

Know whether deadlines are "postmark" or "received by" and communicate this clearly and in writing to your teachers, college advisor, and Mrs. Stade.

Request transcripts from Mrs. Stade, and recommendations from your teachers, according to MCDS guidelines. For letters and forms that must be mailed, provide a stamped, addressed envelope.

Keep Mrs. Schweber up to date about the status of your applications, including acceptances (or not) and waitlist plans.

Remind your parents to file the FAFSA and CSS/Profile according to the deadlines set by your colleges.

Get started early. Write your essays during the summer before senior year. Start the Common Application as soon as it is available.

Make decisions in a timely fashion. It is easier to take a college off your list after October than it is to add one.

Accept or decline every offer of admission by May 1.

If you are waitlisted and you decide to submit additional recommendations, test scores, or other materials, give your teachers/recommenders at least two weeks notice. The end of the school year is an extremely busy time.

Give Mrs. Stade the address of the college to which your final transcript and confirmation of graduation should be sent as soon as you have finalized your plans.

**Your lack of planning (including mistaken deadlines) does not constitute an emergency for anyone at MCDS.**