



2-Year & Trade College Enrollment Checklist

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

AUGUST & SEPTEMBER

- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- Complete your Beginning of Year Senior Survey.
- If you haven't, make sure your full legal name (the one on your birth certificate) is the one you see in Focus. (You will use this for scholarship, financial aid, and college applications.)
- Update your resume.
- Create a professional, personal email that you will check regularly. Use that email address for your applications, FAFSA, FFAA, scholarships, and College Board and ACT accounts so all of your college information comes to one place. *Colleges will rely on email and application portals to communicate with you.*
- Narrow down the list of schools you want to apply to. Explore...
 - Requirements for admission into the program you are interested in.
 - Prerequisite courses required, if any.
 - How long a program will take you to complete (prerequisites and program requirements).
 - Identify job placement support for after you finish your AA, AS, or technical certificate at the schools that interest you
- Meet with your School Counselor to ensure you're on track for graduation and enrolled in classes that will academically prepare you for higher education.

OCTOBER

- Apply to the schools and programs on your list
 - Applying to Valencia College? *Be sure to do that with your school's Valencia Transition Coach!*
- Create your FSA ID & complete the **Free Application for Federal Student Aid (FAFSA)** (opens October 1st). *Send your confirmation page to your College & Career Counselor.*
- Create your **Florida Financial Aid Application (FFAA)** (opens October 1st).

NOVEMBER

- Request your transcripts from your College & Career Counselor and apply for the Educational Foundation Scholarship – this is a scholarship application for Osceola County residents that automatically applies you for hundreds of local scholarships

DECEMBER - FEBRUARY

- Check the financial aid websites for the schools you applied to. Many will have additional scholarships you can apply for!

MARCH & APRIL

- Make sure your residency has been approved for in-state schools
- Sign up for orientation if your school offers one. Pay close attention, even if it's online!
- Make sure you complete any placements tests required by your school (PERT)
- Schedule an appointment with an Academic Advisor at your future school to choose your classes
- Complete your End of Year Senior Survey. *Your final transcript will be sent to the school you put on your Senior Survey, as long as your College & Career Counselor has proof of admission.*
 - Final transcripts are sent in June.

MAY

- Write thank you notes to teachers, counselors, or family members who were particularly helpful to you in your application journey
- ENJOY GRADUATION AND CELEBRATE YOUR ACCOMPLISHMENT!
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Valencia College Enrollment Steps:

- Meet with the Valencia Transition Coach to identify special programs you may be eligible for.
- Decide whether you're interested in an AA, AS, or AST pathway.
- Apply online with your Valencia Transition Coach at <https://valenciacollege.edu/>
 - Set up your Multifactor Authentication & create your Atlas account.
 - Submit your residency documents.
 - Register for New Student Orientation and complete both parts.
 - Part 1 is online.
 - Part 2 is meeting with an Academic Advisor to build your class schedule.
 - Check your Atlas email regularly! This is how Valencia College will communicate with you.

Osceola Technical College Enrollment Steps:

- Apply with your College & Career Counselor at line at <https://www.osceolaschools.net/otech>
- Schedule an appointment to meet with your oTECH Program Advisor.
- Submit residency documents, complete FAFSA, and meet with Financial Aid to secure a spot in your intended program. Programs can fill quickly, so start early!

#SDOC4E

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ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!