

**SCHEDULE FOR THOSE APPLYING
REGULAR DECISION (RD)**

By Sept. 15	<ul style="list-style-type: none"> -Complete all the forms required by your counselor and schedule a time to meet with him/her. -Ask for recommendations from teachers. -Download the Common App, any school specific supplements and any applications from schools that don't accept the Common App. -Make a master list of all the essays you need to write and determine topics. A little thinking and strategy here can go a long way – see what topics might allow you to use an essay for multiple applications. The fewer different essays you have to write, the more time you can spend on each. -Determine if you are going to submit an Arts or Athletic supplement and if so, what is required. Make a plan for gathering that stuff and write it into this plan. -Register, if you haven't already, for any standardized tests you need to take.
By Sept. 30	<ul style="list-style-type: none"> - Complete the basic information sections of the Common App, this would be the Applicant, Future Plans, Demographics, Family, Education and Academics/Current Courses sections. -Submit any "Part I" components of the applications or school-specific supplements that are basic information only . -Complete the Academics/Honors List, Extracurricular Activities and Work Experience List and any other lists asked for on your ED application (favorite books etc.). Take your time with this and make sure you are thorough and thoughtful. In the Activities lists, be sure and document your accomplishments as well as your participation. -Take standardized tests, if applicable.
By Oct. 15	<ul style="list-style-type: none"> - Complete the short answer essay (150 words on an extracurricular activity) on the Common Application. -Complete any other short answer essays (150 words or less). -Take standardized tests, if applicable.
By Oct. 30	<ul style="list-style-type: none"> -Write the personal statement for the Common Application. Take your time and go through multiple drafts. Edit, edit, edit. -Take standardized tests, if applicable.

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By Nov. 30	<p>-Write all the additional school specific essays. One caution here: do NOT write one generic essay called "Why School X" and then cut and paste the names of the various schools into it. These essays are so general as to be meaningless, you usually forget to cut and paste at least once, and they aren't throw away questions for the schools that ask them. Bother to write real essays.</p> <p>-Write any supplemental essays you are attaching as "Additional Information" to the Common App.</p> <p>-Take standardized tests, if applicable.</p>
By Dec. 15	Submit your applications avoiding the end of year "computer insanity" when the Common App system and university systems are known to crash.