College Counselor's Toolkit

Saturday May 4, 9am

Presenters

Contact us at

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LEARNING OBJECTIVES

1
- Attendees will increase their knowledge of specific tools these counselors use to track their students post high school plans in order to provide intervention and support to students using the ASCA model.

2
- Attendees will learn ways to partner with local colleges to provide a variety of school based and on-campus programs that address the needs of a diverse student population.

3
- Attendees will increase their knowledge of grade level assemblies and parent programs that work to educate and prepare students and parents for applying to college.

9th Grade

- Career and College Exploration Lessons in Naviance
  - Graduation Course Planner
  - Roadtrip Nation
- 9th Grade Parent Night
  - Focus is on graduation requirements and course selection with the "end in mind"
- PSAT
  - Students can choose to pay to take PSAT in the fall.
- Course Registration meetings with counselor to ensure students are on track (Jan/Feb)

10th Grade

- Career and College Exploration Lessons in Naviance
  - Revisit Graduation Course Planner
  - Career Cluster Finder
- PSAT given to all 10th grade students, paid for by the district
- Early College Applications available for eligible students
- Course Registration meetings with counselor to ensure students are on track (Jan/Feb)
- 10th grade parent night- focus on PSAT Score explanation and course selection for 11th grade

11th Grade

- Career and College Exploration Lessons in Naviance (Fall)
  - Goal Setting
  - SuperMatch
- PSAT given to students who paid for test, Accuplacer to others (Oct)
- 11th Grade Parent Night
  - Course Registration, including internship opportunities
  - College Process
- Course Registration meetings with counselor to ensure students are on track (Jan/Feb)
- All Juniors have access to NACAC College Fair field trip (April)
- School Day SAT (April)
- College Representatives visit students through Career Center
- Junior Meetings (March/April)
  - Review college process- general and school specific, transcripts, SAT, fee waivers, etc.
- College Conferences (End of 11th/summer)
- Summer College Readiness Workshops

12th Grade

- College representatives visit through the career center
- Senior meetings (Small group or classroom)
  - Review college process- what you should be doing now
  - Explain transcript request process and Naviance steps
- 12th Grade Parent Night
  - Review College process
    - Where are you in the process
    - Next steps
- College Admissions Panel (Fall)
  - PTSA Sponsored evening with a panel of representatives from local colleges/universities
- College/Career Readiness Day (Oct)
  - Activities for seniors during fall PSAT

12th Grade (Continued)

- Financial Aid Night (Oct/Nov)
  - Usually presented by representative from local community college Financial Aid Office
- Alumni College Panel – What you wish you had known (Dec)
- Accuplacer/ASVAB testing for interested students
- Meetings with students regarding individual needs as they arise (graduation credits, grades, financial awards, etc.)
- Mental Health Awareness presentation with focus on accessing resources post-graduation
- College Signing Day (May 1)

Junior Parent Night

- Welcome from presenter and administrator
- Review of graduation requirements and transcripts
- Course options for senior year - Dual Enrollment, Early College, Internships, AP courses, Programs at other school (Edison, Visual arts)
- Options after high school (College 2 & 4 year, Military, Trade School, Work, Gap Year)
- Factors in admissions decisions
- Standardized tests
- Naviance
- Types of colleges (Private, State, Liberal Arts, etc.)
- Creating a list of schools (Reach, Target, Safety)
- Types of admissions decisions
- Campus Visits
- Review of financial aid basics
- Common App & Coalition basics
- Review of Senior Packet
- Family conferences in spring – an opportunity for individualized conversation

PRESENTATIONS

Senior Parent Night

- Welcome from Presenters and Senior Administrator
- Review of graduation requirements
- College Application process
  - Types of admissions options
  - What has happened so far
  - Review of senior packet
  - What to do next
- Student responsibilities
- Counselor and registrar responsibilities
- College/Career center resources
- Review Naviance
- Financial Aid information and resources
- Key websites
- Upcoming events (PTSA College Admissions Panel, Financial Aid Night, College Readiness Day, Hispanic College Fair, ASVAB, HBCU College Fair)

SENIOR PACKET

- Given in Spring of Junior Year
- Student Brag Sheet
- Parent Brag Sheet
- Student Information Sheet
- Teacher Checklist
- Four-Year Summary of Activities and Experiences
- Naviance Sign-up
- Handouts Given to Students
  - Financial Aid
  - NACAC Decision information
  - Timeline
  - Junior/Senior year Checklist
  - Directions on how to access Brag Sheets in Naviance

COLLEGE/CAREER CENTER RESOURCES

- Information on College Fairs, College Tours, & Visits
- SAT & ACT Registration & Test Prep Materials
- Career Center Newsletter (email)
- Information Sessions With College Representatives
- College/Career Inquiry Software (Naviance)
- College/University Brochures & College Guides
- Computers for College and Career Searches
- Employment & Internship Information
- College Essay Review
- Mock Interview
- On The Spot Admissions Interviews
- Summer Program Information
- Utilization of volunteers

COLLEGE CONFERENCE

- Summer Meeting with Rising Senior and their parents
- Review of transcript and course selections for 12th grade
- Review of Senior Packet
- Review of College Conference Packet
- Discussion about student-specific issues
- Question/Answer

SUMMER WORKSHOPS

- Workshops in the summer for students in rising grades 9-12; parents included and open to anyone
- Advertised prior to the end of the school year
- Students signed up using a Google Form
- Topics typically included:
    - Study skills
    - Essay writing
    - Financial aid/scholarship
    - Common app/Coalition
    - College Search process
    - Interview/Resume
    - Finding the school with the best fit for you
    - High selective college admissions
    - Naviance basics

COLLEGE READINESS DAY

A day for seniors to focus on their plan for after high school. A joint program put on with the CCIC, Counseling Department, and SGA.

- Senior Breakfast- SGA
  - Can be used to take care of housekeeping for senior sponsor (cap/gown measurements, superlatives, etc.)

- College Fair – CCIC
  - 100+ Colleges set up for students to explore after senior breakfast 1 hr.

- Workshops – Counseling Department
  - A variety of workshops for students at every point in the process, as well as a group assembly students could attend if not interested (Good Samaritan law/drunk driving presentation; motivational speaker; movie)

College Fair

- Before
  - Develop timeframe for fair
  - Ensuring correct contact information for College Reps in Naviance
  - Partner with another high school (more incentive for College Reps to attend).
  - Be sure to Invite military, non-profits, colleges and universities (2-year and 4-year), gap year, and study abroad organizations
  - Invitation letters to College Reps (include request for any specials needs)
  - Google form used for College Reps to register
  - Submit table and chair rental orders in advance.
  - Create and schedule announcement to go out to parents and student leading up to event.
  - Post list of colleges and organizations attending in Naviance.
  - Create schedule for volunteers and assignments, counselors to help their individual students.
  - Provide students with information booklet - info about schools coming
  - Table set up- formation, chairs, water bottles, sign in area, bin for reps to leave updated literature, tent cards for tables
  - follow up before day of event

College Fair (continued)

- During
  - Post clear signage for parking, hospitality suite, bathrooms, etc.
  - Breakfast in hospitality suite (Coffee is a must)
  - Program, welcome, house keeping
  - set up individual visit while in area
  - Suggestion question sheet for students to ask reps

- After
  - Survey for college admission reps
  - Save signage and documents for next year
  - Debrief with Counseling Staff and Volunteers for +/-

Counselor Workshops

- Naviance College Search
- Completing Senior Packets
- Essay Review
- Community College application submission
- Financial Aid/Scholarship info/search
- College rep presentations
  - California Application process
  - Interview skills
  - Essay Writing tips
  - College Search and Visit Process
- Students signed up for workshops on Naviance. Pending available space, could sign up on the day of the fair as well.

ELECTRONIC TIPS & TRICKS

- Naviance
  - All students are given a Naviance account and by the end of junior year, we try to make sure that all students are using a personal email address due to firewall issues
  - Strongly encourage parents to create their account
  - Use Naviance to send group emails to students and parents regarding college visits, important information
  - Weekly newsletters through the Career Center, as well as important information can be sent to all stakeholders
  - Senior packet documents uploaded and completed through Naviance (mostly)

- Spreadsheet/Google Sheets
  - Create list of seniors and needed graduation requirements, as well as whether Senior Packet materials have been completed, for easier tracking and creation of mail merge documents.

- Google Forms
  - For student, parents, and college sign-ups for events and surveys

- Sign-up Genius
  - Families can sign up for individual college conferences

- Remind
  - Students and families can sign up to receive communication via text/email

- Social Media
  - Twitter account for Counseling Department, Career Center, and individual counselors to push out information, college visits to the career center, as well as develop relationships with colleges

QUESTIONS?

Presenters

Contact us at

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for attending this session!

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