College List Process Overview

[Goals](#goals)

[Vision](#vision)

[Key Players & Timeline](#keyplayers)

[Key Messages](#keymessages)

[Norms](#norms)

Appendix

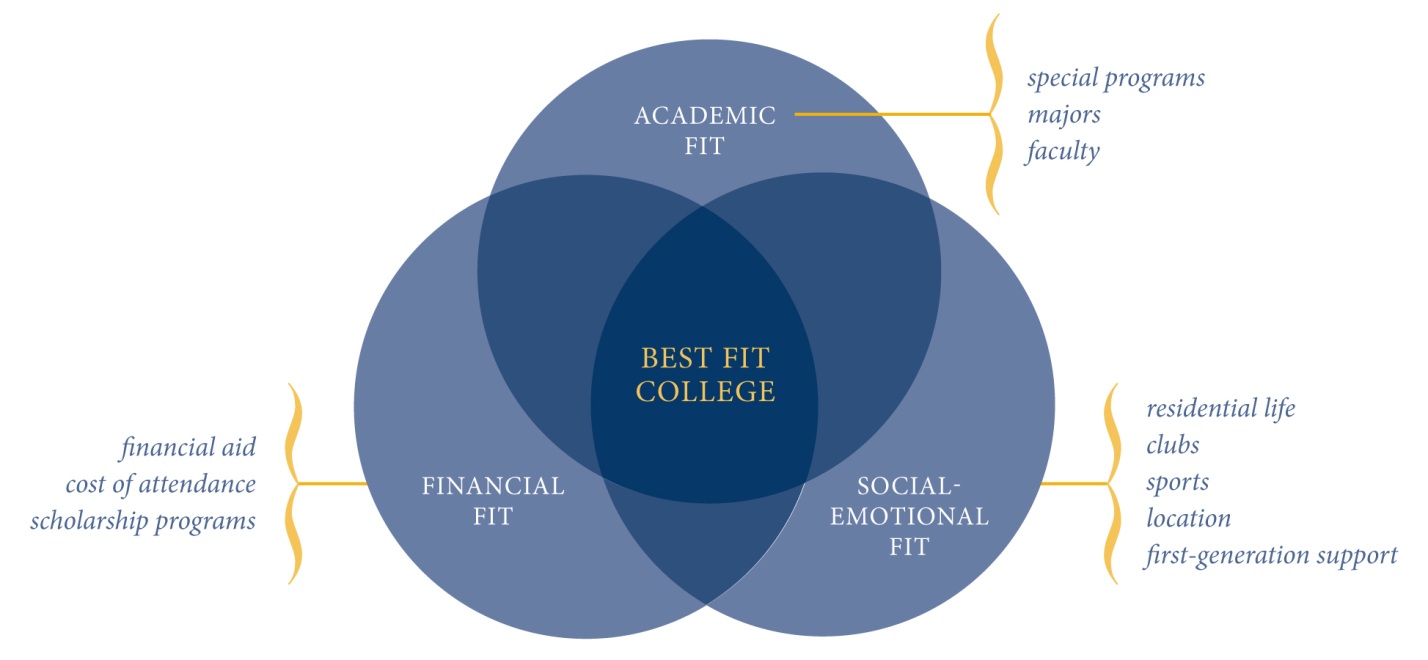
Goals: [(back to top)](#_top)

* 100% of juniors will complete college interest in-take form about college preferences
* 100% of juniors will complete a preliminary 'best-fit' college list by the end of June
* 100% of seniors apply to at least 8 'best fit' colleges by January 1st
* Seniors will be accepted to at least 60% of the colleges on their list
* 90% of junior parents attend at least one college office workshop
* 100% of "College list contracts" are submitted by parents/seniors *by end of October*

Vision: [(back to top)](#_top)

In order to achieve the mission of ensuring our scholars go to and graduate from college, the college list process is a pivotal period to reaching that goal. It is a carefully calculated process that considers the needs and interests of scholars and their families, while simultaneously ensuring that the process follows the guiding principles of creating a list. We believe:

* Scholars should have a list that meets their academic, social/emotional, and financial needs aka the “best fit.”
* Scholars should apply to schools that meet the criteria of reach, probable, and very probable framework.
* In creating a list, college counselor must consider the family’s income in order to maximize opportunities for special programs, scholarships, or schools that meet 100% of need.
* Scholars should be the “owner” of their list with the strategic, thoughtful, and heavy guidance from the college counselor.
* Parent/families are key players in this conversation and decision-making process.



Key Players & Timeline [(back to top)](#_top)

|  |  |  |
| --- | --- | --- |
| **Key Players:**  [**(back to top)**](#_top) | | **Timeline:** |
| * College Counselor * Juniors via CRS III (Spring) * Seniors (Summer & Fall) * Senior Parent/Guardians * Alumni Counselor | | * See timeline below |
| **O** | College Counselor | **Materials Needed/Supporting Documents**   * College List Rubric * Individual College List by Student * Admissibility Grid – CT/NY * Naviance Report – Applications by Students * Naviance Report – Applications by College * Junior College List Meeting – agenda * Senior College List Meeting – agenda * College List Meeting Tracker * Financial Aid Intake Form * Annual report on college acceptances |
| **A** | Dean of College |
| **P** | College Counselor |
| **I** | Alumni Counselor, Network Director of College, Network Director of Alumni Programs & Partnerships |
| **C** | Alumni Counselor, Network Director of College, Network Director of Alumni Programs & Partnerships, Principal |
| **S** | All students will get a college list advised by the college counselor |
| **Policies:**   * When and how do we determine whether or not a scholar gets a fee waiver for a college application? * What is the number of colleges we’re recommending scholars apply to? Is there a maximum? * Are there any schools that we will not recommend? What is our philosophy or rationale for this? | | |

Key Messages: [(back to top)](#_top)

* Scholars should have a balanced list which include the Reach/Probable/Very Probable framer and accounts for their Academic/Socio-Emotional/Financial fit/(R/P/VP and A/S/F fit)
* Scholars should attend the best school to which they are accepted.
* SCHOOL SHOULD INSERT ANY ADDITIONAL KEY MESSAGES

Norms: [(back to top)](#_top)

* We do our best not to advise schools that meet <50% of aid.\*
* We consider the entire cohort of seniors when we advise colleges in order to ensure that our scholars don’t “cancel” each other out in the applicant pool.
* We consult with the alumni counselor before advising lists in order to consider data & results of our alumni when advising new lists.
* We consult with the Network Director of Alumni Programs & Partnership before advising partnership schools to scholars and families.
* SCHOOL SHOULD INSERT ANY ADDITIONAL NORMS

Key Deadlines: [(back to top)](#_top)

* In-take results (April )
* Preliminary plotting on college list (Late April)
* Partnership planning (Late April)
* Schedule all junior college list meeting (Late April/Early May)
* Due date for getting financial forms from parents (May 31st)
* First round of junior college list meetings (June)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **College Counselor** | **CRS III** | **Parents** | **Key Meetings** |
| **March** | * Cohort audit & tiering based on rubric | * College Tour prep |  |  |
| **April** | * Create preliminary lists for top quartile and bottom quartile * Communicate w/parents re: AP/SAT II | * Scholars identify preferences re: Size, Distance/Location, Majors, Selectivity (In-Take google doc form) | * Communication | * Preview Partnership Schools & Determine who will attend May visits to schools |
| **May** | * AP course advisement * SAT II coordination * Host Jr parent meeting * College list meetings with students | * Research colleges | * Creating the college list family meeting | * Partnership Scholars: Visit schools in May |
| **June** | * College list meetings with students | * DL: First draft college lists |  | * Preview 1st draft lists for top and bottom quartile |
| **July** | * Cohort re-audit & tiering (jr yr final grades @ sr courses * College list meetings with students * Diversity Overnight communication |  | * Visiting colleges * Researching colleges * Meeting w/college counselor * Sign college list contract | * Partnership review for seniors & preview juniors (matching & matriculation) |
| **August** | * Identify and meet all ED/partnership applicants (15th) |  | * Visiting colleges * Researching colleges * Meeting w/college counselor * Thematic coffees (Diversity Overnights, Selectivity, ED apps) * Sign college list contract | * Preview 2nd draft of lists |
| **Sept** |  | * DL: Final College list | * Sr college meeting * DL: College list contracts |  |
| **Oct** | * Review HF lists w/updated SATs * Sign-off on final lists |  |  | * Receive final lists |