College List Process Overview

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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)

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| **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

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| **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)

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| --- | --- | --- | --- | --- |
|  | **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
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