



## **A Team Approach: Roles and Responsibilities**

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### **The Role of the Independent College Counselor**

- to provide professional insight about the strengths of individual colleges and universities and how the admissions process works at different institutions ( i.e. highly selective colleges and universities, public Ivies, state universities etc.).
- to analyze the transcript, extracurricular activities, summer enrichment, work experience, personal interests etc. to identify strengths and areas that need to be strengthened.
- to offer an ability assessment for students who which to have a more comprehensive analysis of their personal learning style, cognitive strengths, and specialized learning aptitudes that would be important in making a decision about the next step in their education, such as college, a major, graduate school etc.
- to work the student and parents initially to develop a balanced college list that includes colleges in the reach category, the likely category and back-ups.
- to work one-on-one with the student to identify the colleges that are the best “match” based on individual interests, ability strengths, personal goals etc.
- to review the PSAT results and plan the standardized test schedule for spring of the junior year and fall of the senior year, if appropriate.
- to review course selection for the senior year
- to discuss various summer enrichment through study abroad, college programs, work experience, community service, internships or self-directed projects.
- to discuss different application strategies with the student to determine the advantages of applying early action/ early decision or regular decision.
- to be a sounding board to counsel the student and parents at each stage of the college process, especially after each college visit.
- to revise and update the college list in the fall of the senior year based on the standardized test scores, final grades in the junior year, and campus visits.

- to help brainstorming college essays and application questions and provide editorial comments on all writing materials sent to colleges
- to be a resource for the professional evaluations of college acceptances and offer strategies for any wait-list options, if applicable.
- to offer on-going meetings throughout the year to keep students and parents well informed about the trends in competitive college admissions.

### **The Role of the Student**

- to research all colleges and universities on the college list .
- to complete a full round of SAT I and two or three SAT II tests or the ACT With Writing by the end of the junior year.
- to finish the junior year with strong academic momentum and accomplishment.
- to get approval from two teachers to write letters of recommendation.
- to plan a rigorous course of study for the senior year and plan summer enrichment i.e. study abroad, internship, independent travel, work, or community service etc.
- to visit top college choices during the spring and summer.
- to prepare the preliminary draft of the college essay, a resume of activities, and the common application over the summer.
- to make sure that the college applications are completed prior to deadline dates for Early Action and Early Decision ( typically November 1<sup>st</sup> or 15<sup>th</sup>), and Regular Decision ( typically January 1<sup>st</sup> or 15<sup>th</sup> ).
- to take additional SAT I or SAT IIs or the ACT in the fall, if needed.

### **The Role of the Parents**

- to recognize that their son or daughter is essentially at the center of this process and needs to be encouraged to take responsibility for completing the applications.
- to facilitate the college visits and travel during spring break and over the summer.
- to let the student “own” the application process, essay writing and final decision.
- to understand that this process represents a separation between you and your child and to appreciate that this process is essentially being driven by your child working with the professional guidance of the independent college counselor.