

# Roles and Responsibilities in the College Application Process

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## College Counselors

- Instruct students on the elements of a diverse, successful search.
- Help students develop a balanced college application list.
- Advise students individually on application deadlines that are best suited for him/her
- Write an honest, comprehensive recommendation letter
- Ensure timely delivery of transcripts, letters of recommendation, etc. to colleges for applicant.
- Deliver mid-year and final grades as they arrive after deadlines.
- Advocate for our applicants throughout the process.
- Encourage and support students.
- Provide honest, candid feedback and advice.
- Provide opportunities for students to connect with admission officers.
- Offer guidance on application materials, including essays.
- Keep families informed of new developments in admission trends.
- Provide resources about scholarships and financial aid.

## Students

- Discuss application plan with counselor(s).
- Maintain active, updated college list in Naviance.
- Demonstrate appropriate interest.
- Be aware of all deadlines, including admissions, honors, scholarship, financial aid, etc.
- Submit official transcript requests to college counseling office 1.5 weeks prior to first deadline.
- If needed, ask 1- 2 teachers for recommendation letters, then enter them in Naviance and provide them with yellow sheets 3 weeks prior to first deadline.
- Prepare and review application materials; submit essay drafts to your editors for review with time to edit.
- Send official SAT/ACT/Subject Tests to colleges via testing websites.
- Communicate with your parents about your progress throughout the college process; see their input.
- To be honest and candid with the college counselor, keeping her updated on new developments.
- Inform the college counselor of all admissions decisions as they are received.

## Parents

- Learn about the admission and financial aid processes; ask relevant questions.
- Let your student self-advocate to admission reps and college counselors.
- Encourage your student to speak directly to the college counselor, and to schedule appointments.
- Listen, support and encourage – offering advice and guidance when appropriate.
- Be open to new options and suggestions.
- As much as possible, let this be the student's decision. Avoid forcing your biases regarding college choices.
- If there are limitations to what you will support financially or otherwise, let those preferences be known early.
- Support an ethical approach to the process. Students are expected to complete their own applications.
- Trust the process and the counselors' advice and feedback.
- Understand what may be right for your friends' child may not be right for your student
- Don't play off others' anxieties.
- Help keep perspective: be the shoreline; don't jump in the boat.