

De La Salle High School

College Advisory 2019-2020

Overview

Each senior has been assigned to a College Advisory period one day a week. This is a mandatory class that will meet weekly throughout the fall semester and into the 3rd quarter and the week of May 1. Each week a vital portion of the college application process will be covered. The College Advisory period will allow some time in class to work on college applications. The Co-Directors of College Counseling, Mrs. Appel and Ms. Lopez, are the class instructors.

Purpose:

- To provide timely and essential college application information to every senior in small groups on a consistent basis.
- To assist each student in completing the various steps of each college's application and enrollment process.

Class Expectations

- Weekly attendance is required; students should make-up a missed class by attending another day of the same week. Absences will be reported to the Dean and detention will be assigned.
- A folder with pockets dedicated to College Advisory is required
- Bring a laptop computer or tablet, phones will not suffice (we also have a laptop cart).
- Communication will be through Schoology and Email. Students must check weekly. Assignments will be posted and resources made available on Schoology.
- This class is graded on pass/fail; our goal is for you to successfully complete your college application and enrollment process. There will be milestones along the way to complete.
- Application essential steps will be explained in class and students must schedule time outside of class to complete applications.

Week 1 -Week of August 19 - Getting Ready

Introduction-overview of the semester. Senior To Do List/Timeline, College App Goals, SAT and ACT, Method Test Prep, College rep visits, Absence Request Form, RACC College Fair 8/21. Transcript Check, Calculate UC/CSU GPA, Counselor appointment request.

ASSIGNMENT: Sr. Questionnaire; Sign up for college rep visits. Print SAT/ACT scores. Register for SAT or ACT. Calculate UC/CSU GPA. Prepare for next SAT/ACT. Individual appt request.

Week 2 - Week of August 26 – Getting Organized: Types of Applications + College List

Schoology, Email. Types of Applications: Out of State Public Universities, Coalition App. Build your college list; enter colleges in Naviance, Complete College App Spreadsheet. Setting up Accounts/Start applications. Counselor Recommendation request.

MILESTONE: Collect Senior Questionnaire. Check off SAT/ACT registration.

ASSIGNMENT: Complete College List worksheet and Add college list into Naviance; Work on College Apps Spreadsheet and keep in folder/Computer. Verbal Counselor Rec Request.

**Week 3 -Week of September 2- Getting Started: Senior App Guide and Common App
(no school on Mon; Mon group meet X-Period 8 AM on Thur)**

Senior Application Guide; Common Application, FERPA waiver; Essay Rough Draft; Counselor selection form on Naviance; Application Plans-EA/ED/RD/Rolling; College App Spreadsheet (cont.).

ASSIGNMENT: Start/Continue completing Common App/Out-of-State/Other Apps; Complete Counselor selection form in Naviance; Complete College App Spreadsheet. Essay Rough Draft (9/30).

**Week 4 -Week of September 9 – Letter of Rec Requests & UC Application Intro
(no school on Fri; Fri group meet X-Period 8 AM on Thur)**

DLS Letters of Recommendation request process, Naviance Survey Teacher & Counselor Rec forms; Common App Matching (in class); UC application intro and setting up account.

ASSIGNMENT: Begin Naviance Recommendation Forms; Letter of Rec Request Forms; Work on UC/Common/Other Applications; Work on any past assignments from Weeks 1-3 not completed

Week 5 -Week of September 16 - Letters of Rec/Transcript Requests/College Visits

Requesting Letters of Recommendation process cont; Complete Naviance recommendation forms; Preparing written requests; Request transcripts; Work on applications. CSU-Exploring Campuses, Majors and Admissions Requirements

ASSIGNMENT: Complete Naviance recommendation forms and prepare teacher & counselor written requests; Request transcripts. Written Requests and online Naviance forms **due on September 27** for Counselor & Teacher Recs for Nov. early deadlines. Plan college visits in October.

Week 6 - Week of September 23 – Essay- Common App

Essay Workshop Pt. 1; Writing Exercises, Finding your topic; Work on out-of-state applications &/or continue CSU exploration

ASSIGNMENT: Work on College Applications, Common App Essay Draft (due Mon 9/30), Recommendation Forms

Week 7 -Week of September 30 - UC Applications and CSU Applications

UC Application-Entering courses & completing sections of application; CSU Intro and entering courses, etc. work on Common App and or out-of-state apps if no UC or CSU.

MILESTONE: Check off Essay Rough Draft & Recommendation Forms

ASSIGNMENT: Begin UC and CSU applications; work on other applications

Week 8- October 7 – Essays and UC Personal Insight Questions (PIQ's)

Essay Workshop Pt. 2; Reading/critiquing essays; UC Personal Insight Questions; 1st Essay Drafts.

MILESTONE: Check off course entry information on UC/CSU apps

ASSIGNMENT: College Essay rough draft. Work on college applications.

Workshop Week of October 14 (Wed-Fri)- College Application & Essays

(No School Mon-Wed) Drop In College App Workshops Wed-Fri. Meet in Computer Lab on Wed. Oct. 16 between 8:05 AM -12:00 PM.

Work on Essay and receive feedback from College Counselors. Individual work on applications.

Week 9 - Week of October 21- Test Scores/Letter Requests/FAFSA & CSS Profile

Send test scores for ED/EA applications; Work on all applications; Continue Naviance Forms. FAFSA & CSS Profile applications. Selective Service.

MILESTONE: Check off Written letter of rec. requests plus Naviance forms (x3)

ASSIGNMENT: Complete Teacher & Counselor Recommendation forms and give teacher & counselor written requests in person—**due on October 31**. Order SAT/ACT scores to be sent to colleges.

Week 10-Week of October 28 – Cal State Application (CSU)/Educational Opportunity Program

Complete and check CSU apps; EOP; Continue Applications, Naviance Forms, Final Essays.

Start/Continue Financial Aid Forms (FAFSA & CSS Profile)

ASSIGNMENT: Complete online applications due Nov.1. Complete Final Essay. Submit Teacher & Counselor Recommendation forms in Naviance and turn in Teacher & Counselor written requests in person **due October 31**. Sign up for Dec. SAT or ACT, if needed.

Week 11 - Week of November 4 --Individual work

Work on applications. Complete Final Essays. Work on CSU/UC/out-of-state & Common Applications. Order SAT/ACT scores.

ASSIGNMENT: Keep completing applications and other forms. Complete CSS Profile, if required.

Week 12 - Week of November 11 - Complete Applications/Individual work

(No School Mon; Mon. group come Thur. 8 AM x-period)

UC/CSU applications; Applications with Nov. 15/30/Dec. 1 deadlines; EOP applications for CSU's; Order SAT/ACT test scores. Financial Aid & Scholarship Apps.

MILESTONE: Check off overdue milestones + all applications ready to submit

ASSIGNMENT: Finalize and submit applications with Nov. 15/30/Dec. 1 deadlines, EOP applications (if applicable). Order SAT and ACT scores.

Week 13 - Week of November 18- Complete Applications/Individual work

UC/CSU applications; Applications with Nov. 30/Dec. 1 deadlines; EOP applications for CSU's; Order SAT/ACT test scores. Financial Aid & Scholarship Apps.

ASSIGNMENT: Complete UC/CSU applications. Check email and create web portals- ongoing check email and web portals once a week.

Week of November 25 (Thanksgiving week- No School) Nov. 30 UC and CSU deadlines

ASSIGNMENT: Submit online applications due Nov. 30 or Dec. 1 (don't wait until day of deadline).

Week 14 - Week of December 2- Application follow-up/Financial Aid/Scholarships

Set up portals on college websites; Check for follow-up documents required; Complete Common Application and other private or out-of-state applications; Financial Aid & Scholarships; UC Berkeley letters of rec requests; Deferrals handout and tips. Complete College Advisory Survey.

SEMESTER 2

Week 15- Week of January 13

Update Naviance “Colleges I’m Applying to”; Set-up/Check Webportals; Check Email follow-up requests; Request Mid-Year Transcripts; Email Colleges with grade/course updates; Deferral response.

ASSIGNMENT: Update College List and request additional letters/transcripts needed. Request Mid-Year Transcripts by next Friday, Jan. 24

Week 16- Week of January 20 (No School Mon; Mon. group come on Mon. Jan. 27)

Write Thank you notes to Recommenders. Update Naviance “Colleges I’m Applying to”; Set-up/Check Webportals; Check Email follow-up requests. Work on Financial Aid & Scholarship Applications. Evaluate College Options; Housing; Comparing Financial Aid Packages; Making Final Decisions. Next Steps throughout spring semester.

MILESTONE: Check off final College List in Naviance.

ASSIGNMENT: Check webportals/emails weekly and respond to follow-up requests (on-going). Complete FAFSA/CSS Profile by March 2 or earlier College Priority Deadlines (on-going)

FOR COMMUNITY COLLEGE:

Week 17- Week of February 10- Community College Application and Enrollment Process Pt. 1

Complete the 5 Enrollment Steps for Community College; Begin with Applications, Online Orientation.

Week 18- Week of February 17- Community College Application and Enrollment Process Pt. 2

Complete the 5 Enrollment Steps for Community College; Have Application ID; Complete Online Orientation; Select On Campus Advising Course.

Week 19- Week of February 24- Community College App & Enrollment Process- Catch Up

Complete Community College enrollment steps, if needed.

FINAL COLLEGE ADVISORY:

Week 20- Week of April 27- Final College Decisions and Request Final Transcript

Attendance MANDATORY