



College Application Responsibility Chart

The Sagemont College Counseling Office exists to facilitate the process of the college preparation and application process. The team is comprised of parent, student and college counselor. Dr. Rios is always available for questions and support on all components; however, this gives a general guideline to how each of us play a role to have all pieces work together and ensures we all have a pleasant experience working together.

Component	Student	Parent	School
Preparation for College	X Do your best, get great grades, get involved in comm service, join clubs		
Communication with all parties	X Via a required meeting Jr & Sr year as early as possible	X Via a required meeting Jr & Sr year as early as possible	
College Applications	X		
Application Fees		X	
Transcript & Secondary Info	X must list schools in advance of deadlines and request via Naviance		X will send to all colleges before or on their first deadline
SAT or ACT Score Report	X Must request from testing agency		
Letters of Recommendation	X Must request in person then via Naviance		X Teachers will upload Counselor will send to all schools listed on Naviance
Essay	X		X Will provide feedback on essay
Bio, Resume & College Questionnaire (if college recommendation list is desired)	X Must do on Naviance		
Financial Aid	X	X Parents must fill out the FAFSA with student	

Expectations & Responsibilities

Students

- attend all group and individual meetings (punctually)
- sign up online or submit paper application by all test deadlines
- communicate desires/wishes honestly with parents and counselors
- be realistic about expectations
- respect counselor
- respect advice of counselor
- meet deadlines by getting materials into college counseling three-four weeks before due dates
- Get to know your counselor – stop by and visit, keep her updated on your college visits, etc.
- be the main one actively engaged in admissions process
- follow up communications and requests from colleges in a timely manner
- keep a calendar for admissions process
- create a file and keep all college admission materials organized
- focus on the right colleges (ones which will meet your needs)
- refrain from submitting multiple deposits
- know your application deadlines, application fees and individual college's required supplements.
- students should not apply to more than 15 colleges unless of course there is a good reason for it and the family can afford the application fees.

Parents

- attend recommended meetings of College Counseling Office to get information from the source and to establish relationship
- read all correspondence from the CCO
- communicate with student/counselor
- be realistic about expectations; let the student's college list be their list not your list
- establish a good working relationship with the counselor
- respect counselor's advice
- know that we want what is best for the student
- work with us not against us
- when in doubt, *first* speak to or email the counselor not the counselor's superiors
- hold student accountable for meeting their responsibilities
- treat college counselors as professionals
- support the application process (due dates etc.)
- make visiting college campuses a top priority
- monitor student's progress in admission process
- support student's desires/needs; make the student accountable and take ownership of the college application process
- celebrate student successes; don't dwell on failures
- be supportive of student's feeling of stress during process

College Counselor

- be knowledgeable about the college admissions process
- treat each student as an individual
- advocate for the student
- facilitate the application process including providing colleges with a transcript, school profile, and official school recommendation for each candidate
- be accessible; communicate frankly, honestly and promptly
- keep the student's best interest in mind
- keep confidentiality and the student's best interest in mind
- educate students/parents about the admission process
- listen to students and parents
- keep students/parents aware of deadlines for testing, any scholarship opportunities and anything relevant to the college process
- report to colleges any significant changes in a candidate's academic status or qualifications between the time of recommendation and graduation