



COLLEGE COUNSELING CENTER

HANDBOOK

GREEN Charter School Contact:

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College Counseling Center Mission:

The mission of the College Counseling Center of GREEN Charter School is to provide its students and families with the most up to date information regarding access to higher education. We strive to provide the best education available to ensure that our students are college ready and that they find their “best fit” institution of higher education.

Overview of Program Services:

- Connecting Careers to College Majors
- Finding My “Best Fit” College Research
- College Placement Testing and Test Prep
- College Admissions and Application Assistance
- FAFSA Assistance and Financial Aid Research
- Financial Literacy Education
- College Visits
- College Nights/Fairs
- 1-on-1 Student and Parent Advising



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Timeline of Services Provided by GREEN's College Counselor:

9th Grade Tasks: "Finding My Style"

- Meet with each student in person or small group to introduce College Counseling Center
- Learning Style Session – find your style; learn how to become a good student first.
- What is a GPA? – discuss the importance and role of the high school GPA from 9th grade on.
- Administer ACCUPLACER to assess potential for EC Program at GTC.
- PSAT

10th Grade Tasks: "Finding My Pathway"

- Meet with each student
- Early College course check-in regularly
- Career Interest Survey and Session – take interest survey and conduct career research.
- Connecting Careers to a College Major.
- PSAT
- ACCUPLACER retake if necessary
- Offer participation on a college tour and encourage to tour on own over summer

11th Grade Tasks: "Finding My Place"

- Student and parent conference – student/parent survey for letter of recommendation.
- Offer participation on a college tour
- What type of college is right for me? – Interest survey, finding your "fit", conduct research.
- Create college list – 1 (minimum) "Reach", 2-4 "Match", 1 (minimum) "Safe".
- Take SAT and/or ACT in Spring
- PSAT for National Merit Scholarship
- Assign over summer – write draft of college essay, complete Common App.

12th Grade Tasks: "Putting My Plan into Action"

- Meet with student
- Students must complete Common App, Coalition App and/or institution applications.
- Students will begin asking for letters of recommendation from teachers.
- Remind students of early application deadlines for scholarships and early decision.
- Re-work college essay if needed then finalize.
- Submit SAT/ACT scores to all schools applying to.
- Senior Boot Camp – college readiness, financial literacy, the transition to college life, how to be a good college student, etc.
- Complete and submit Senior Survey – where accepted, where attending, amount of Scholarship \$ awarded, other awards, distinctions, etc.



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Creating a “College Going” Culture at GREEN Charter School:

In accordance with the College Counseling Center’s Mission, we will help to build and maintain a “College Going Culture” at GREEN Charter School by holding its students to the highest college ready standards.

To give some examples of these standards, students will be expected to:

- Meet all deadlines
- Turn in all work on time
- Practice positive time management skills
- Learn to communicate with instructors/staff
- Learn to advocate for themselves
- Take initiative to seek extra help if needed
- Respond to communication from instructors/staff in a timely manner

Holding our students to these high standards will help to ensure that they will be ready for their courses at Greenville Technical College if they so choose to participate in the Early College Program. They will also be better prepared to become successful college students and will be more likely to graduate from their desired institution of higher education in the appropriate amount of time.



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Roles and Responsibilities:

It is the role and responsibility of the students and parents to take initiative in the college search and application process. The College Counseling Center is here to assist the families in navigating this process. The CCC will help guide families on this journey by providing timely information, educational seminars and assignments, but ultimately students are responsible for researching colleges and completing all applications by the deadlines set by colleges and GREEN Charter CCC. Students are also responsible for requesting teacher and/or counselor recommendation letters by the end of their junior year as well as submitting all transcript requests and sending test scores before required deadlines.

Student –

- Thoroughly research and investigate colleges of interest, including visiting each (or as many as possible) to which the student plans to apply.
- Obtain application materials and submit applications in a thorough and timely manner, meeting all deadlines set by both the colleges and the CCC.
- Register for all required standardized testing and have official score reports sent directly to the colleges from the testing agency. Please note that GREEN cannot send official test scores.
- Request recommendations from teachers and/or your counselor making sure to give each writer sufficient time to complete (at least 30 days).
- Verify with each college that all application items were received.
- Take the initiative in seeking out the college counselor for advice/guidance as needed.
- If applicable, register with the NCAA and/or NAIA in order to participate in college sports.
- Respond to all offers of admission and financial aid by the appropriate deadlines.
- Research thoroughly the availability of all scholarship and financial aid opportunities at each college to which the student plans to apply as well as search for outside/private scholarships.
- Abide by The Statement of Student Rights and Responsibilities and The Statement of Principles of Good Practice of the National Association for College Admission Counseling, especially with regard to honoring commitments to colleges, the candidates reply date, and early decision agreements. See link here:

Parent/Guardian –

- Facilitate student's search, especially regarding college visits, which are critical to the process.
- Discuss honestly and openly with the student your thoughts, wishes, and preferences — especially regarding financial issues.
- Make appointments for a college conference with the college counselor as needed or desired.
- Submit all forms required of parents, especially financial aid forms, including the FAFSA, CSS Profile, and State Scholarship Forms (i.e. Palmetto Fellows).

College Counselor –

- Assist in creating a balanced list of appropriate colleges and help estimate admission chances.
- Assist the student with the application as requested.
- Write counselor recommendation letter if requested.
- Do follow up meetings with students throughout year as requested by student and/or family.
- Respond to questions/concerns and meet with students/parents for conferences as requested.



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Planning Tips from the College Board:

9th Grade Timeline: <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-9th-10th-Graders.pdf>

10th Grade Timeline: <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-9th-10th-Graders.pdf>

11th Grade Timeline: <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-Calendar-Juniors.pdf>

12th Grade Timeline: <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/BigFuture-College-Planning-Calendar-Seniors.pdf>

Resources for Students and Parents:

NACAC (National Association for College Admissions Counseling)
<https://www.nacacnet.org/>

SAT Test (Registration and Prep)
<https://www.collegeboard.org/>

ACT Test (Registration and Prep)
<http://www.act.org/content/act/en.html>

Common Application (General College Application)
<https://www.commonapp.org/>

Coalition Application (Selective College Application)
<http://www.coalitionforcollegeaccess.org/>

NCAA Eligibility Center (Want to play sports in college?)
<https://web3.ncaa.org/ecwr3/>

FAFSA (Free Application for Federal Student Aid)
<https://fafsa.ed.gov/>



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Terms to Know - APPLICATIONS

Accept: When your request for admission has been approved. If you applied to more than one school, you will now have to decide where you will attend. Generally, you have until May 1 to send in a non-refundable enrollment deposit. If you are accepted under the Early Decision plan, you will need to retract all other applications at this time.

Candidate Notification Date: The date by which a college notifies a student of the admissions decision. The most common notification dates are April 1 -15.

Candidate Reply Date: The date by which a student must notify the college of enrollment intentions. This date is May 1st for most colleges with the exception of Early Decision plans.

CEEB Code: College Entrance Examination Board. GREEN Charter School's CEEB Code is 410005.

Common Application: The Common Application is an application form that is accepted by over 500 different colleges and universities in the United States. Some of these colleges/universities use the Common Application exclusively, while others will accept it, but also have their own application that students may use. Many of the colleges/universities that use the Common Application also require a "supplement" which contains some institution-specific questions and which may also request an additional essay or short answer. The Common Application can only be submitted online to member colleges. The benefit of using the Common Application is that you only have to fill out one application form and perhaps only one essay and you can copy it and send it to a number of different colleges. It can be a tremendous time-saver. Please visit www.comonapp.org for more information and to access the application.

Deferral: Deferral is another tool that colleges may use when they are not ready to make a decision on a candidate at that time. Students are usually deferred until a later date and it gives the colleges time to review other applicants and/or gather more information on the student (new grades, tests, etc.).

Deny: When your request for admission has not been approved/accepted. This may be because your credentials do not meet the minimum requirements or (and more likely) because there were many other well-qualified candidates who applied for a few spaces. No matter the reason, you should not feel that you have failed.

Double Depositing: An unethical practice when a student sends in acceptance/enrollment deposits to more than one school that has accepted him or her. Not only does this damage GREEN Charter's reputation, but it hurts the future admissions chances of younger siblings. It also puts the student's acceptance in jeopardy with both colleges. Please note that this is not the same thing as sending in a deposit to one school while staying on another school's wait list nor does this include housing deposits.

Early Action: A plan of application used by some colleges or universities, Early Action follows basically the same calendar of application and notification as Early Decision but allows accepted candidates until May 1st to accept or decline the offer of admission. You must check with each college for their



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deadlines! Just as with Early Decision, under the Early Action plan, an applicant can be denied admission outright and not automatically deferred for later consideration. There is no appeal of this rejection. Please remember that each student must check with schools to see if it is possible to apply to more than one early action institution. Key advantage is that students can compare financial aid offers.

Early Decision: A plan under which a student applies to the college of his or her first choice early in the fall, usually by October 15th or November 1st. You will need to check with your individual school of choice for their deadline. A student can apply to only one school using the Early Decision plan. The student agrees by contract to enter that college if offered admission and to retract all other applications from other schools. Students are notified of decisions in December if they apply to a school that has only one Early Decision (ED) plan or one that has an ED I plan. ED II decisions are usually made in February or March. If deferred under the ED plan, a student is usually reconsidered for admission later in the year, but is released from any obligation to attend if accepted. Some colleges now include rejection letters in their response to Early Decision applications and no reconsideration will be given. It is important to discuss this option with your College Counselor to determine which plan is more advisable to you.

Need-Blind Admissions: A policy in which the applicant's ability to pay for college does not affect the admissions decision. Fewer and fewer colleges continue to subscribe to this policy. Most have now become need-aware or need-sensitive.

Rolling Admission: The student is notified of a college's action usually within four to eight weeks after all application materials are received by the Admissions Office. The student is under no obligation to attend, and has until May 1 to respond. Under a Rolling plan, the student's chances of admission are usually greater earlier in the cycle; as time goes on, the slots fill up and financial aid dollars are used up. Be sure to apply to certain select state schools and some private schools early (no later than November) so that they will have room in their accepted class.

Terms to Know - FINANCIAL AID

CSS PROFILE: Also called Profile (or PROFILE). A financial aid form developed by the College Board and required by many colleges. Along with the FAFSA, it helps colleges determine the financial aid package for admitted students. Using this, a school calculates the Expected Family Contribution (EFC) or the amount that the family is to pay. CSS stands for College Scholarship Service.

EFC: Expected Family Contribution—found in the upper right hand corner of the SAR (Student Aid Report).

FAFSA: Free Application for Federal Student Aid. This must be completed for all financial aid considerations that are need based and many that are merit based. This form should be done as soon



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as possible. The FAFSA is available beginning October 1 and will use Prior-Prior Year taxes. Failure to submit this form in a timely manner may result in much less financial aid that you are shown to need.

Federal Stafford Loan Program: Loans that are adjusted every year. No repayment is required while the student is in school.

Financial Aid Package: The final package of money for a student who has demonstrated need. It usually consists of loans, grants, campus jobs, etc. This package fills the gap between parent's contribution and the total cost of college.

Gapping: A practice whereby a college offers less financial aid than the student's calculated need.

Grant Money: Money that does not have to be repaid..."free money".

Loans: Money that has to be repaid.

Merit Aid: A financial grant based on academic qualifications or a special skill and talent that is unrelated to financial need. Institutional money given to help recruit a student to a college even though that student may not need financial help.

Need-Based Aid: Financial aid based on the college's assessment of the student's financial circumstances and the family's ability to pay.

Pell Grants: These federal grants are only awarded to students with high need. It is not money that needs to be repaid.

PPY: Prior-Prior Year: PPY refers to a policy enabling students and families to file the FAFSA using tax information from two years ago. For example, a high school senior planning to enroll in college in the Fall 2019 would be able to file the FAFSA using taxes from 2017 (filed in 2018).

SAR: Student Aid Report: Financial aid explanation of your potential benefits that is generally sent to you four to six weeks after you mail in your FAFSA forms or possibly sooner if you apply online.

Unsubsidized Stafford Loans: You do not need to show need for these loans. Interest on the loan must be paid while the student is in college. Repayment of the principle begins after graduation.

Work Study: These are on-campus jobs that require 15-20 hours a week. This can be part of your financial aid package. Please note that not all on-campus jobs are part of the Work Study program.