

DARLINGTON SCHOOL

THE COLLEGE ADMISSION PROCESS:

WHO DOES WHAT?

RESPONSIBILITIES OF THE STUDENT

- ◆ Thoroughly **research** and **investigate** colleges of interest, including **visiting** each to which the student plans to apply
- ◆ **Complete all sections** of Darlington's online *Naviance* questionnaires: *Plan, Gameplan Survey, Junior Survey, Prospective College List, and Resume* before meeting with your college advisor
- ◆ Research thoroughly the availability of all **scholarship** and **financial aid** opportunities at each college to which the student plans to apply
- ◆ Obtain application materials and **submit applications** in a thorough and timely manner, **meeting all deadlines** set both by the colleges and by Darlington
- ◆ Register for all required **standardized testing** and have **official score reports** sent directly to the colleges from the **testing agency**
- ◆ Request needed **recommendations** from teachers and college advisors, giving sufficient **advance notice**
- ◆ Notify the college guidance office if the student wishes to have any **additional information**, such as updated grades, sent to the college during the course of the year
- ◆ **Take the initiative** in seeking out the college advisor for **advice/college conference** as needed by the student
- ◆ If applicable, **register with the NCAA** in order to participate in college sports
- ◆ **Respond** to all offers of admission and financial aid by the **appropriate deadlines**
- ◆ 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**

RESPONSIBILITIES OF PARENTS

- ◆ **Complete** the online *Darlington Parent Questionnaire* in our *Naviance* program
- ◆ **Facilitate the student's college** search, especially regarding **visits** to the college, which are integral 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 advisor, Mr. Moss, or Mrs. Brewer as needed or desired
- ◆ **Regularly remind** the student of all application procedures and deadlines
- ◆ Submit all forms required of parents, especially **financial aid forms**, including the FAFSA, Profile, and HOPE forms, if applicable

RESPONSIBILITIES OF THE COLLEGE ADVISOR

- ◆ Meet with the student in the spring of the junior year to **help the student assess** his or her thoughts on the size, type, and location of colleges he or she wants to consider. The student, parent, and advisor will utilize the *Naviance* program in this process
- ◆ Assist the student in creating a **balanced list of appropriate colleges** and help the student estimate chances of admission
- ◆ Assist the student with the **application** as needed or requested
- ◆ Write the **school recommendation** if a part of the college's application process
- ◆ **Follow-up** with the student in three group advisee meetings during the senior year to remind students of responsibilities and deadlines, answer questions, address concerns, and set up individual conferences if needed
- ◆ Respond to student and parent **questions and concerns** – and meet with them for college conferences as requested
- ◆ **Remind** students of their **critical responsibilities** regarding their commitments to the colleges and the *Statement of Student Rights and Responsibilities*