

THE COLLEGE ADMISSION PROCESS: WHO DOES WHAT?

RESPONSIBILITIES OF THE STUDENT

- Read and be thoroughly familiar with Darlington's college guidance policies and procedures in the Student Handbook and the college guidance resources on the website.
- **Check your Darlington email daily** for important information from the College Guidance Office and your advisor.
- Thoroughly research and investigate colleges of interest, including visiting each college to which the student plans to apply.
- Complete all sections of Darlington's online Scoir questionnaires, including the junior survey, the activities list, and their prospective college list. Seniors are encouraged to complete the career interest inventory on Scoir as well.
- Research thoroughly the availability of all scholarship and financial aid opportunities at each college to which the student plans to apply.
- Submit applications in a thorough and timely manner, meeting all deadlines set by both 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**. Students serviced by the Learning Center should work with them to receive testing accommodations.
- Request needed **recommendations** from teachers and college advisors in the **spring of the junior year**.
- Notify the College Guidance Office if the student wishes to have any additional information, such as updated grades, sent to the colleges during the course of the year.
- Take the initiative in seeking out their college advisor for advice as needed by the student.
- If applicable, **register with the NCAA** in order to participate in college athletics.
- **Respond** to all offers of admission and financial aid **by the appropriate deadlines**.
- Behave honorably throughout the application process by **completing the application honestly**, honoring **commitments** to the colleges and **early decision agreements**, and the **candidates' reply date**.

RESPONSIBILITIES OF THE PARENTS

- Read and **be thoroughly familiar** with Darlington's college guidance policies and procedures in the **Student Handbook**.
- Complete the online **Darlington Parent Questionnaire** in Scoir.
- **Facilitate the student's college search**, especially visits to colleges, 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 college conferences** with the college advisor or Ms Brewer as needed.
- **Regularly remind** the student of all application procedures and deadlines.

- Submit all forms required of parents, especially **financial aid forms**, including the FAFSA and CSS Profile.

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 Scoir program in this process.
- **Deliver the college guidance curriculum** during advisory group meetings.
- Assist the student in creating a **balanced list of appropriate colleges** and help the student estimate the chances of admission.
- Assist the student with the **application** and **essay(s)** as needed.
- Write the **school's letter of recommendation**.
- **Follow-up** with the student in group advisee meetings during the senior year to remind him or her of responsibilities and deadlines, answer questions, address concerns, and set up individual conferences as 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 honorable actions during the college application process.