RESPONSIBILITIES OF THE STUDENT

- **Read** and be thoroughly familiar with Darlington’s college guidance policies and procedures in the *Tiger Way*.

- **Check DARMail daily** for reminders, deadlines, and important information from the College Guidance Office.

- 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* by our deadlines and 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**.

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RESPONSIBILITIES OF PARENTS

♦ **Read** and be thoroughly familiar with Darlington’s college guidance policies and procedures in the *Tiger Way*.

♦ **Complete** the online *Darlington Parent Questionnaire* in our *Naviance* program by our deadline

♦ **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 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*

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