

College Counseling Checklist



CHARLOTTE
COUNTRY DAY
SCHOOL



APPLICATION PROCESS



College Counseling Responsibilities

- College Counseling (CC) will review students' Common Application Activities List and will read students' essays and provide feedback, comments, and suggestions, as requested. A two-week lead time is recommended for essay review.
- Will send official transcripts, letters of recommendation, school report and profile, and senior year courses to all colleges students apply to. CC will send mid-year transcripts and final transcripts. CC does not send or report SAT or ACT scores to colleges.



Student/Family Responsibilities

- All other parts of the application should be reviewed by at least one parent/guardian.
- Students are responsible for reading emails from the colleges they apply to, and for setting up and regularly checking their application portals for information from the colleges.
- Students are responsible for submitting their applications, paying application fees and submitting standardized test scores.



EARLY DECISION/EARLY ACTION



College Counseling Responsibilities

- CC advises students on the strategy of when and how to apply to different colleges.
- Recommends students apply to at least one college with a Rolling or Early Action deadline (non-binding) where they are likely to be admitted. Receiving an early acceptance helps the student feel confident.



Student/Family Responsibilities

- Students and parents/guardians are responsible for understanding the Early Decision (binding) plan, making only one Early Decision application at a time, signing the Early Decision Agreement, and adhering to the binding contract.



TESTING



College Counseling Responsibilities

- Many colleges and universities remain test optional. CC will help students determine whether to send scores to each college on their list.
- Colleges do not prefer one test over the other; students may take the ACT and/or SAT and submit their best scores to colleges.
- Charlotte Country Day's CEEB code is: 340666.



Student/Family Responsibilities

- Contact Lauren Folger-Sweeting in ERP to apply for extended time; this is an application process, reviewed and decided by the testing agencies.
- Students are responsible for self-reporting or sending official test scores from the testing agencies to colleges. Students should check with each college to confirm their test score reporting policies.



SCOIR



College Counseling Responsibilities

- CC Manages the college application process with Scoir and invites students to register with Scoir.
- Creates prospective college lists in Scoir and provides data-driven predicted admission outcomes based on historical CCDS statistics and outcomes.
- Sends transcripts, recommendation letters and all CCDS supporting documentation through Scoir.



Student/Family Responsibilities

- Students are responsible for registering with Scoir and inviting their parents/guardians to register.
- Students maintain and update their college lists in Scoir and designate which colleges they are applying to in Scoir.



COMMUNICATION WITH COLLEGES



College Counseling Responsibilities

- CC visits college campuses regularly and serves on college admissions advisory boards.
- Maintains long-standing relationships with college admissions professionals around the country.
- Will give your student advice on how to show demonstrated interest with colleges that track it.
- Advocates for students with college admissions colleagues. CC does not get students into college; **students get themselves into college!**



Student/Family Responsibilities

- Students are responsible for checking their college application portals regularly.
- Students are responsible for maintaining communication with college representatives, when appropriate and as advised by their college counselors.



INTERVIEWS



College Counseling Responsibilities

- Some colleges offer admission and/or alumni interviews. Public universities typically do not. Students are encouraged to interview whenever possible, if comfortable doing so.
- CC helps students prepare for interviews, including a mock interview and feedback.
- Alumni interviews are generally casual conversations, however, the alumnus completes a report after the interview to submit to the admissions office, so students should prepare accordingly.



Student/Family Responsibilities

- Students are responsible for setting up interviews. For alumni interviews, the interviewer will reach out to the student after the application has been submitted. Students should check email and application portals daily for communication. Be sure to check junk/spam folder as these emails sometimes get filtered out of the inbox! It is a good idea to send the interviewer a thank you email afterwards.
- Students are responsible for scheduling all college visit/exploration opportunities, including information sessions, campus tours, and interviews. Students should check college admissions websites for information.



COLLEGE ATHLETICS



College Counseling Responsibilities

- CC will send transcripts to the NCAA Eligibility Center, but students must first register - <https://web3.ncaa.org/ecwr3/> A student-athlete will not “clear” until they have completed both semesters of 12th grade English.
- Will work with the CCDS Athletic Department to communicate with college coaches and admissions reps; CC will send transcripts to college coaches and admissions offices when requested.



Student/Family Responsibilities

- Student-athletes are responsible for registering with the NCAA Eligibility Center and sending test scores directly to them.
- Students must take a proactive role in communicating with college coaches.



COLLEGE VISITORS



College Counseling Responsibilities

- CC hosts over 100 college admissions representatives throughout the fall.
- A comprehensive list of college visitors is posted on Scoir's calendar feature. The list is also emailed to juniors and seniors, and posted on Teams, BucsNet, and around campus.



Student/Family Responsibilities

- Students must get permission from their teachers 24 hours prior to the college visit.
- If a student is not able to participate in a scheduled meeting with a college representative, they should let their college counselor know and they will provide the student with the admissions representative's contact information.



FINANCIAL AID AND SCHOLARSHIPS



College Counseling Responsibilities

- CC hosts a Financial Aid Information program every fall with Charlotte Latin and Providence Day.
- Provides guidance to families regarding the college financial aid process - CC does not provide financial planning.
- Directs families to helpful financial aid websites and tools, such as the Net Price Calculator, found on each college's website.
- Encourages students to thoroughly research scholarship opportunities on college websites and provides families with helpful websites for outside merit scholarship research.
- Posts information regularly on scholarship opportunities.
- Encourages families to have early and honest conversations about affording college.



Student/Family Responsibilities

- Students and parents/guardians are responsible for researching and applying for financial aid and scholarships.

College Counseling Overview

- Applying to college is a collaborative process—communication is important!
- The college application process changes every year, and each college has different policies and procedures – CC stays current with national college admission trends.
- CC guides students on how to best present themselves in their applications.
- CC helps students find colleges that are good fits academically, socially, financially.
- CC will talk with parents/guardians about their student; CC will not talk about other students.
- CC expects students and parents/guardians to engage ethically with the college application process – submit only one Early Decision application at a time and submit only one enrollment deposit to only one college/university.
- CC encourages discretion throughout the college application process.
- Each child is unique. Try not to compare students with their friends and peers. Try to filter conversations about the college admission process and stay focused on your own child. Most importantly, support your child through this process—celebrate their successes and lift them up when needed.

Note about Independent College Counselors

Charlotte Country Day's college counselors are well equipped to guide students through every aspect of the college admissions process. In addition to their own professional experiences in college admission offices, they are members of national and regional college counseling organizations, host over 100 colleges on our campus each fall, attend conferences and counselor fly-ins to college campuses each year, and enjoy a wide-reaching and strong network of relationships with college admissions professionals and college counseling colleagues across the country. The Charlotte Country Day college counseling office is the trusted point of contact for admission officers reading our students' applications.

While Charlotte Country Day School does not prohibit the hiring of independent counselors (IECs), we do not believe there is a need for it. Historically, we have found that it creates additional pressure and confusion for students through mixed messaging and inconsistent advice. Ultimately, this hurts families as they are trying to navigate an already complex process. Should a family elect to hire an independent counselor, that person will be expected to work in support of, not in place of, the Charlotte Country Day college counselors. Given the importance of open communication in the college process, we request that the family inform their CCDS college counselor if they are working with an independent counselor.

Charlotte Country Day college counselors uphold strict confidentiality standards and follow student data privacy laws, which preclude us from speaking with independent counselors at any point in the college application process. This includes discussions of college lists, applications submitted, and/or outcomes.

Charlotte Country Day college counselors are best positioned to get to know your students daily at school. We advise your students thoughtfully, honoring who they are and what is important to them. We have the exclusive benefit of access to their teachers, advisors, coaches, and other trusted adults on campus. Our commitment is to listening, supporting, and guiding our students and families through the college process.

Connect
with Us

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