



Senior Year College Counseling Checklist

Application Process

College Counseling Responsibilities:

- College Counseling will send official transcripts, letters of recommendation, school profile, and senior year courses to all the colleges your student applies to. We will also send first semester mid-year transcripts and final transcripts.
- College Counseling will review students' Activities List and will read students' essays and provide feedback, comments, and suggestions.

Student Responsibilities:

- **All other parts of the application should be reviewed by at least one parent/guardian.**
- **Students are responsible for reading e-mails from the colleges they apply to AND checking their status (application portal) with the colleges to find out if any items are missing.**
- **Students are responsible for submitting their applications and paying application fees.**

Testing

College Counseling Responsibilities:

- Over 1800+ colleges and universities have adopted a test-optional policy for the 2022-23 application cycle. We will help students determine whether or not to send scores.
- 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 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.**

College Visitors

College Counseling Responsibilities:

- We are hosting in-person college information sessions this fall.
- A comprehensive list of college visitors is posted on Sclair's calendar feature. It will also be posted on MS Teams, the Daily Bulletin, BucsNet, and around campus at the end of each week notifying seniors and juniors of the following week's visitors.

Student 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.**

Interviews

- Some colleges offer individual interviews. Public universities typically do not. Some colleges offer alumni interviews in Charlotte. Your student should interview whenever possible.
- College Counseling can help prepare students for interviews. Counselors have interview tips and a list of questions that students may be asked, which we can provide your student prior to an interview.
- Alumni interviews are generally casual conversations, however, the alumnus completes a report after the interview to submit to the admissions office, so it is best for students to be prepared.

Student Responsibilities:

- **Students are responsible for setting up interviews. For alumni interviews, once the student has submitted the application, they will hear from the local alum about setting up the interview. It is a good idea to send the interviewer a thank you note afterwards—e-mail is sufficient.**
- **Students are responsible for scheduling all college opportunities, for example, an information session, a tour of the campus, or an interview, if available. See college admissions web sites for in-person or virtual information.**

Early Decision/Early Action

- College Counseling advises your student on the best strategy of when and how to apply to different colleges.
- It's ideal to apply to at least one Rolling or Early Action school (non-binding); receiving an early acceptance to a college helps the student feel confident.

College Athletics

College Counseling Responsibilities:

- College Counseling 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.
- College Counseling will work with the CCDS Athletic Department to communicate with college coaches and admissions reps; College Counseling will send transcripts to college coaches when requested.

Student 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 their high school, club, and college coaches.**

Communication with Colleges

College Counseling Responsibilities:

- College Counselors visit colleges individually, with counselor groups, and serve on college admissions advisory boards.
- We maintain long-standing relationships with admissions professionals around the country.
- We establish and maintain relationships with our regional area representatives.
- We advocate for our students with our reps. We do not get your student into college; **your student gets themselves into college!**

Student Responsibilities:

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

College Counseling Overview

- Applying to college is a collaborative process—communication is important!
- We will give your student advice on how to show demonstrated interest with those colleges that track it.
- We will work with your student on essays.
- We will give advice to your student on how to best present themselves in their applications.
- We will help your student find a good fit—academically, socially, financially.
- We will talk with you about your student and their process; we will not talk about other students with you.
- Your child is unique. Try not to compare their process with anyone else's. Try to filter the many conversations about college that you will be involved in this year and stay focused on your child. Most importantly, support your child through this process—celebrate the successes and lift them up when needed.