



**The ASPIRA Association  
Academic Advisors Professional Development Program**

<b>Course Title:</b>	Selection of a Postsecondary Educational Institution and Application Process
<b>Course Number:</b>	AAT – 108

**Course Description:**



After completing this course Academic Advisors will be able to counsel students on the selection of a postsecondary educational institution. Advisors will be able to advise students on:

- Student rights in the college admission process.
- How to plan college visits;
- Two year vs. four year school selection;
- Selection of degree based on their career interest;
- College selection criteria;
- How to advise on college application and requirement;
- Awareness of college recruitment practices;
- How to complete admissions applications
- Train students on how-to develop a personal statement (essay);

**Course Duration:** 8 hour

**Course Outline:**

Goal	Learning Objectives	Learning Activities	Learning Resources
Academic Advisors will be able to counsel students on the selection of a postsecondary educational institution that best fits their needs and	The academic advisor will master the process of providing guidance to students and parents on how best select the type of institution that will fit their needs,	To better understand the role of ASPIRA's academic Advisors in helping Latino students and their parents identify and select the type of institution that will	<a href="#">College selection for Latino Students, The Role of the ASPIRA Academic Advisor</a> by Eleanor Horne, ETS  <a href="#">Options in Postsecondary</a>

<p>expectations, and will support students' in the preparation of a powerful college application.</p>	<p>capabilities and expectations.</p>	<p>best fit their needs, capabilities and expectations view the PowerPoint presentation by Eleanor Horne and read the paper "College Selection for Latino Students" by E. Horne from ETS.</p>	<p><a href="#">Education – Moving from Dreams to Reality</a> (Power Point presentation) by Eleanor Horne, ETS</p>
		<p>In order to prepare a step-by-step college selection process, advisors should visit the web site link on the right to explore a "Guide on-how to select a school" and use it as a model for taking students into selecting a postsecondary institution to fit their needs.</p>	<p><a href="#">Guide on how-to select a school</a> – this web site presents what characteristics to look for when choosing a college or training program and how to find the best school for students.</p>
	<p>Advisors will know student's rights and responsibilities during the college application process.</p>	<p>Advisors need to counsel students on their rights and responsibilities when applying for college admission. Study the document on the right prepared by the National Association for College Admission Counseling.</p>	<p><a href="#">Student rights and responsibilities in the college admission process.</a></p>
	<p>Academic Advisors will master information about the educational options available for students and available instruments to select the type of institution that will best fit student needs..</p>	<p>The Academic Advisor will counsel students on the various options of educational opportunities and institutions. In general, schools can be divided into three major categories: military training, vocational training schools and colleges/universities Visit the web sites presented in the Learning Resources section to learn more about different</p>	<p><a href="#">Military Training</a> - Information and Resources about education and training programs generally available for all military personnel. There are 212 <a href="#">Military Occupational Specialties (MOS)</a> in the US Army.</p> <p><a href="#">Types of Colleges – What suit you best-</a> The College Board</p> <p><a href="#">Hispanic Serving Institutions</a> – list of HACU members.</p>

		options.	<a href="#">Historically Black Colleges and Universities</a>  <a href="#">Spotlight on Community Colleges</a>  <a href="#">Transferring from a community college to a four year school</a> – The College Board
		Academic advisors should be aware of some of the college’s recruitment practices, among them athletic recruitment. To learn more about these practices visit the web sites on the leaning resources selection.	<a href="#">CollegeRecruiting.com</a> connects high school students with the right colleges based on academic, personal, extracurricular and financial needs and abilities.
		In order to help students select the type of institution that best matches their needs use MyRoad – College Info area, use the College Search instrument. Selection criteria will include: small colleges vs. large colleges, coed, type of community where institutions are located, and others	Access <a href="#">MyRoad</a> – College Info area, use the College Search instrument.
	The advisor will understand the college application process to support the student in completing a powerful college application.	To better understand the role of ASPIRA’s academic Advisors in helping Latino students complete the college application, view the PowerPoint presentation by Carol Cotman Hogan and read the paper “College Application Process” by Carol Cotman Hogan.	<a href="#">The College Application Process</a> by Carol Cotman Hogan  <a href="#">The College Application Process- An Overview</a> by Carol Cotman Hogan (PowerPoint presentation) and
	Once the type of institution is selected and a list of potential institutions which best fit the student’s needs	<a href="#">Applications requirements: more than a form</a> – The College Board	

		and capabilities, the advisor will provide support to the student on how to go through the college application process. Advisors need to master how to advise on the best college application practices and admission requirements. Study the resources available on the Learning resources area to learn about the application process mechanics.	<p><a href="#">Applications Do and Don'ts</a> – The College Board</p> <p>On-line college application to over 500 colleges using College Board's <a href="#">Apply to College</a></p> <p><a href="#">What's in a college essay? Understanding what college are looking for.</a> – The College Board</p> <p><a href="#">Types of essays and sample questions</a> what you write about is revealing - The College Board</p>
		The advisor will learn how to use an online writing evaluation tool to help students write better application essays. Academic advisors will learn how to use ETS Proof Writer to improve student essay writing skills.	Access on your agency network ETS Proof Writer. For more information about Criterion visit <a href="#">ETS Proof Writer</a>
	Academic Advisors will know how to advise students on program selection and requirements.	Academic Advisors will master the tools and resources use to advise students on program selection and requirements. The advisors will use College Board MyRoad to help student identify program selection (major) and the program requirements based on their career interest.	Access from your office network College Board <a href="#">MyRoad</a> .
		In the brochures, all colleges look like a student's paradise. Web sites have a habit of making	<a href="#">How to plan a college visit</a> – these articles will help students and parents make the most out of their

	<p>campuses appear prettier than you ever thought possible. Advisors should counsel students that before a final college selection is made an actual visit are the best way to judge whether a college looks, and feels, right. Visit the web site in the Learning resources section and study the various resources presented to make the best of a college visitation.</p>	college visit.
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**Evaluation:**

Prepare two-page essay presenting a plan to prepare students to identify, select and prepare a college application. Include a timetable, resources and expected results. This essay will become part of the Advisor training program evaluation portfolio.