

2016 WACAC ANNUAL CONFERENCE

SEACHANGE IN COLLEGE ADMISSIONS

LOYOLA MARYMOUNT UNIVERSITY, LOS ANGELES • JUNE 1-3, 2016

UTILIZING PEER COLLEGE COUNSELORS EFFECTIVELY

Presented by:

Lynsey Shano, Sylvia Yi

El Camino Real Charter High School

Peer College Counselors

The major emphasis of the course is to provide students with the knowledge and skills to assist students through the college application and admission process, including financial aid and testing or any post high school options. Peer College Counselors provide information to students about colleges, requirements, testing and completing all components of the college application and meeting deadlines. Students make class presentations and lead group discussions about college choices, preparing for admission tests, the college application process, and the financial aid process.

*****PCCs are the extension of the College Counselors**

PCC is a Leadership Program

- College Office “outreach program” like other college outreach programs
- High expectations of PCC’s - they are always representing the college office
- Treat it like a leadership program
- Coach our students- not just on college knowledge but communication skills, leadership skills, “customer service” skills
- If necessary, use Interventions and probations
- Implement rules and expect them to be followed

General Job Duties of PCC

- Primary Duty is to counsel students every day. We try to get through all the students.
 - Seniors- Fall
 - Juniors- Fall
 - Sophomores-Spring
 - Freshmen-Spring
- Presentations in the classrooms (9-12th graders in English classes)
- Attend different Events
 - College Fair, Evening Events, help with PSAT test, Senior Awards Night
- Help with students with applications, SAT/ACT registration, Senior Survey
- Nutrition Duty

Daily Duties

- Each PCC is given a caseload. In the Fall the entire senior class is divided amongst the PCC group. The primary role from August-October is to see everyone on their list. Then they will start working on the 11th graders later in the semester and into the spring. Will dip into 10th and 9th grades as well.
- The experience is very hands on - get students on the computer to look at the application, different websites, Naviance, to get them to sign on to ACT or College Board etc.
- Make notes on their sheets of the student and their plans

What are we looking for?

- Coachable- We do not emphasize their college knowledge since we will train them.
- Good attitude and enthusiastic
- Positive outlook
- Can work well with diverse populations
- Understands social cues
- Accept feedback well
- Can work with parents/adults/teachers
- Presentation skills
- Knows how to communicate well with everyone including us
- Mature and responsible
- Grades is not necessarily a factor but we want to make sure they can retain critical information.
- Can we leave the office and expect them to do what we need them to do?

Selecting Your PCC

- PCC serves 3 terms
 - Spring semester as Junior PCC
 - Fall semester as Senior PCC
 - Spring semester, seniors train the new JPCC
- Applications starts October/November of the student's Junior year
- Interviews in November so students can put in the PCC period into schedule for the Spring Semester
- 13-17 PCCs with a period 2-3 PCC's in a period

Interviews and Training Process

- Paper application
- Interviews varied every year; it's a learning process for us too.
- Senior PCCs are involved in the process
- Once Juniors start, they learn from observing in their period and are obligated for a once week lunch training.
- Give quizzes to gauge their retention on college knowledge.

Code of Ethics

As a student enrolled in College Peer Counseling and as a Peer College Counselor, I agree to follow the rules and policies established to govern the Peer College counselor Program at El Camino Real Charter High School. I understand the following and accept them as my personal “Code of Ethics.”

1. I will respect the dignity and individuality of the person I am helping and of my fellow peer counselor
2. I will respect the confidentiality of the helping relationship and of the training sessions.
3. I understand that I have a “Duty to Inform” my adult supervisor about situations regarding potential or suspected suicide attempts, abuse, or threatened violence or homicide.
4. I will be supervised by an adult and agree to follow the guidance that is offered in supervision.
5. I will not use my position as a peer counselor for my own gain or profit.
6. I will refer to the adult supervisor those situations for which I am not adequately trained or too emotionally connected with to be an effective resource or help.
7. I agree to follow this “Code of Ethics” to the best of my ability.
8. I agree to ask my adult supervisor when I am unsure about these rules.
9. I understand that I may be dismissed from my role as a Peer College Counselor for violation of this “Code of Ethics”.

EL CAMINO REAL CHARTER HIGH SCHOOL COLLEGE OFFICE
COLLEGE COUNSELING CHECKLIST

Student's Name: _____ Date of Meeting: _____

Name of PCC: _____

- Intended or Interested major or career options:
- Interested colleges (private or public):
____ Compile a list of schools (safety, middle, and reach schools) _____ Discuss "fit" of school _____
____ College visits _____
- Discuss the importance of extracurricular or community service activities:
- Review GPA and rigor of coursework:

 Review A-G course work. Any classes to retake?
- Discuss SAT/ACT registration:
- Discuss Subject Tests ("highly recommended for some- refer to Fair Test and Compass website)
- Discuss UC/CSU Application (11/30)
- Discuss Private College Application Deadlines (varies)
- Review Recommendation Packet (For scholarship, EOP, private college applicants)
- Do they need Application Fee Waivers? (UC/ CSU on end of app; NACAC for private college via counselor recommender)
- Discuss FAFSA/Cal Grant deadlines (Start in January to March 2nd)
 - If needed, discuss CSS Profile (for private college applicants/request fee waiver codes from school)
- Review Websites for scholarships (EssayWeb, Zinch, Naviance); provide General Scholarship Application
- Review EAP and ELM
- Discuss Community College application process
- Go over Naviance
- Discuss College Office Services

IF APPLICABLE:

- AB 540 or Dream ACT if applicable
- EOP for CSU or UC schools (Need 2 recommendations)
- NCAA (for athletes)
- Other special programs: WUE, "Fly-in" programs, summer program

NOTES OR SUMMARY OF MEETING: _____

Sample PCC Quiz

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- How do you calculate a UC/CSU GPA? What classes get the extra point?
 - What is validation? What subjects can it be utilized? Please give an example.
 - What does superscoring mean and which types of colleges do this?
 - What is ELC and what does it mean? Which college system does it refer to? Why is it good to be an ELC student?
 - Explain requirement “G” – College Prep. What are some of the courses that cover this?
 - If a student as a freshman takes Spanish 3 and passes both semesters with a B, would he/she meet the foreign language requirement without taking any other Spanish classes?
 - Explain how a college communicates with students and why is it important to open up accounts and portals?
 - How does a junior sign up for a workshop in the college office?
 - A student is determined to go to a competitive UC school, how do you best advise the student? How can you use the admissions stats given by UCs to explain this?
 - A student wants to go to San Diego State, explain the requirements/ admission criteria
 - A student says they want to apply for Early Decision for UCLA. How do you advise?
 - Explain the difference between early decision and early action?
 - What can you tell a student about the SAT Subject tests?
 - Can a student take an online class to make up Biology? Take an art class? What information can you give them about online classes?
 - A student comes to see Mrs. Yi because she needs a recommendation for UCLA. How do you handle this?