

# **Rights and Responsibilities for the College Admission Process**

## **Students**

Communicate with your parents – your goals, progress, expectations, and areas of concern  
Meet with the college counselor about your goals or concerns  
Research and visit colleges  
Attend college counseling sponsored meetings and college representative visits  
Choose the colleges to which you will apply: inform the college counselor of your choices  
Obtain and complete college applications (printed or on line)  
Write and rewrite, rewrite, and rewrite essays (this is not a typo!)  
Follow counselor directions on requesting teacher recommendations: provide ALL appropriate paperwork  
Arrange all necessary interviews  
Request official transcripts through the college counselor  
Take all required college entrance tests ( ACT, SAT I & II); direct them to your college choices  
Meet all timeline and deadlines... your counselor's and those your college choices impose  
Do your research before you apply FILE A REASONABLE NUMBER OF APPLICATIONS  
Keep track of ALL of the above – record dates and make copies  
Be sure to thank all the people who assist you.

## **Parents**

Advise, encourage, and listen  
Set limits and explain expectations EARLY ON – financial constraints, geography, etc.  
Accept your child's need for independence  
Complete and file all financial aid forms  
Suggest topics and/or proofread your child's essays  
Assist in arranging college visits and trips  
Help with organization of materials  
Maintain a sense of humor  
Allow your child to establish his or her OWN goals  
Look at colleges with a fresh eye – not with outdated perceptions  
Set realistic expectations; avoid setting up a dynamic for perceived failure  
Be discerning about everything you hear, from neighbors to *U.S. News and World Report*

## **Counselor**

Listen carefully to the needs of each family  
Provide professional information, encouragement, and guidance  
Advise and assist in the formation of a list of appropriate college matches  
Arrange college representative visits to TMS  
Provide standardized test (SAT & ACT) information and forms  
Discuss choices for teacher recommendations  
Provide financial aid forms and information  
Direct transcripts, school profile, and schools recommendation letter to college choices  
Communicate to parent and students pertinent college information through email and various correspondence  
File a reasonable number of applications - 10 is too many!