



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

Course Title:	Selection of a Postsecondary Educational Institution and Application Process
Course Number:	AAT – 107

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 hours

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 expectations, and will	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, capabilities and	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 best fit their needs,	Read the attachment entitled AAT-107 College selection for Latino Students, The Role of the ASPIRA Academic Advisor by Eleanor Horne, ETS View attachment AAT-

support students' in the preparation of a powerful college application.	expectations.	capabilities and expectations view the PowerPoint presentation by Eleanor Horne and read the paper "College Selection for Latino Students" by E. Horne from ETS.	107 Options in Postsecondary Education – Moving from Dreams to Reality (Power Point presentation) by Eleanor Horne, ETS
		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.	Guide on how-to select the best college and college life – 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.
	Advisors will know student's rights and responsibilities during the college application process.	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.	Student rights and responsibilities in the college admission process.
	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..	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	Military Training - Information and Resources about education and training programs generally available for all military personnel. There are 212 Military Occupational Specialties (MOS) in the US Army. Types of Colleges – What suit you best- The College Board Top Ten Rules for Selecting a College – and Characteristics you might want to

		options.	<p>consider - from Mapping your Future.</p> <p>Hispanic Serving Institutions – list of HACU members.</p> <p>Historically Black Colleges and Universities</p> <p>Spotlight on Community Colleges: Benefits you might not be aware of.</p> <p>Transferring from a community college to a four year school – The College Board</p>
	The advisor will understand the college application process to support the student in completing a powerful college application.	Once the type of institution is selected and a list of potential institutions which best fit the student’s needs 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>Applications requirements: more than a form – The College Board</p> <p>College Applications Do and Don’ts</p> <p>The complete guide to college admission</p> <p>What’s in a college essay? Understanding what college are looking for. – The College Board</p> <p>Types of essays and sample questions what you write about is revealing - The College Board</p> <p>The SAT Essay – 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 Technologies Criterion.	Access on your agency network ETS Technologies Criterion.

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.