

# Goddard Riverside

INVESTING IN PEOPLE, STRENGTHENING COMMUNITY

OPTIONS INSTITUTE

## 2019-20

# Professional Development Workshops

# About Options

## Options at Goddard Riverside Community Center

Goddard Riverside Community Center (GRCC) is a well-established social service agency on the Upper West Side of Manhattan. The GRCC Options Center supports New Yorkers to enroll in and complete college by counseling teens and adults, training school and community professionals, and convening the larger community on critical issues around equity in post-secondary education.

## Options College Counseling

At the heart of the Options Center is our free one-to-one college access and success counseling service. Options supports New York City students through the whole college process, from identifying postsecondary options to choosing an academic and financial good-fit. Options serves over 250 high school juniors, seniors, and young adults yearly.

Once in college the Options Center provides one-to-one advising through college graduation. Services include counseling on and off campus, college supplies, grants to pay for textbooks, and transportation to and from college.

## Options Institute

The Options Institute has drawn on the experience and knowledge of the counseling program to offer training to school- and community-based professionals.

In the late 1990s, the Options Center received funding to replicate its college access model at four NYC non-profits. Informed by the needs of the staff at those new centers, the first Options Foundation for College Access Counseling Certificate Course was developed and offered publicly in 2005. Today, the hallmark program of the Institute continues to be the certificate Foundation Course. The course covers the basic college knowledge and counseling skills counselors need to help young people through the college process. In addition, the Options Institute offers a variety of one-day seminars on topics such as working with immigrant students and advanced financial aid.

Options Institute is New York City's leading provider of professional development in college access and success.

## Options Institute's Approach

We train from a practical perspective, using thoughtfully crafted curricula to provide intensive, interactive learning experiences. Committed to adult learning theory, we help participants build on what they know and immediately apply what they learn. Participants leave every training with helpful resources to take their learning beyond the workshop. Since our inception, the Options Institute is proud to have served over 7,000 participants.

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“I thought this seminar was absolutely fantastic: there were real world examples and share outs therefore I learned ways to implement to students.”

— 2019 Participant

“I thought this seminar was very informative because the activities promoted active reflection on what is needed to prepare my students for college/career readiness. Therefore I will ensure my school and community are informed of areas to improve upon.”

— 2019 participant

“I thought this workshop was excellent because it was well executed and relevant. I will be inclined to refer to the workshop materials and recommend this course.”

— 2019 participant

# Join the

# Options Institute

# Community!

**IN TWO EASY STEPS!**

**Step 1:**

Visit [optionsinstitute.member365.com](http://optionsinstitute.member365.com)

**Step 2:**

Create your profile and  
enjoy the benefits!

**FREE Membership Benefits include:**

- Access to registration for professional development workshops
- First notices about promotions, discounts and opening registration dates
- Lifelong access to handouts, certificates and resources from workshops
- Counselor discussion boards to network and problem solve with colleagues
- Access to a directory of New York City college counselors and programs

***PLEASE NOTE: It is not possible to register for an Options Institute workshop without creating an account.***

# Options Institute Membership

## Welcome to our website!

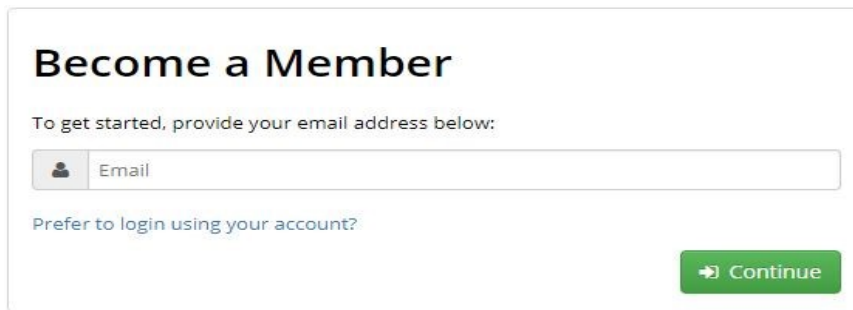
The Options Institute portal is necessary for all class registration and communication. We want you to make use of all the tools available to you! Below are instructions to help you get your account started.

## Sign –Up at:

[Optionsinstitute.member365.com](http://Optionsinstitute.member365.com)

## Contact information

You will be asked to provide contact information used to create your membership profile. All participants must read and agree to the Code of Conduct for the Options Institute portal.



The screenshot shows a registration form titled "Become a Member". Below the title, it says "To get started, provide your email address below:". There is a text input field with a person icon and the placeholder text "Email". Below the input field, there is a link that says "Prefer to login using your account?". At the bottom right of the form is a green button with a right-pointing arrow and the text "Continue".

## Finish

Once that is completed, you are finished! You should receive a submission email. If you do not receive the email make sure to check your junk mail folder.

# Fall Semester 2019 at a Glance

Course Code	Course Title	Date(s)	Page
<b>October</b>			
FOUN102R	Financial Aid Application Process	October 10	10
AFA201	Financial Aid Refresher	October 16	11
SP101	Immigrant Students and the College Process	October 23	11
<b>November</b>			
FOUN101R	Assessing Postsecondary Readiness	November 7	9
AA202	Building Relationships and Resources	November 12	10
SP100	Students with Disabilities and the College Process	November 13	11
FOUN102W	Financial Aid Application Process	November 20	10
<b>December</b>			
FOUN103R	Student Choice Through the Lens of Career	December 5	9
EOP101	Special Admissions Programs	December 11	10
AA200	Writing With Purpose: Writing Better Recommendation Letters and Supporting Students to Write Better Essays	December 12	10
FOUN101W	Assessing Postsecondary Readiness	December 18	9

## Don't be disappointed!

Register early. The program of your choice could fill quickly or be cancelled due to low registration.

# Spring Semester 2020 at a Glance

Course Code	Course Title	Date(s)	Page
<b>January</b>			
FOUN104R	Researching and Evaluating Students Postsecondary Choices	January 9	9
FOUN103W	Student Choice Through the Lens of Career	January 22	9
SP100	Immigrant Students and the College Process	January 29	11
<b>February</b>			
FOUN105R	Strong College Applications	February 6	9
<b>March</b>			
BB201T	Cultural Responsiveness	March 3	16
FOUN106R	Financial Aid Packages, Gaps and Loans	March 5	11
<b>April</b>			
FOUN201R	Counseling Series Day 1: Youth Development	April 2	14
BB203T	Let's Talk Race	April 8	16
FOUN201R	Counseling Series Day 2: Counseling Skills	April 9	14
FOUN201R	Counseling Series Day 3: Counseling Challenges Practicum	April 16	14
SP100	Students with Disabilities and the College Process	April 22	11
FOUN201R	Culmination for Foundation Course	April 23	14
BB204T	Trauma Informed Counseling 101	April 28	16

# Spring Semester 2020 at a Glance

Course Code	Course Title	Date(s)	Page
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## May

BB202T

Real Talk

May 19

16

### Time and Price:

Full-Day Seminars:

9:30 am – 4:30 pm \$150

Half-Day Seminars:

9:30 am – 1:30 pm \$75

### Location:

352 West 110 Street

New York, NY 10025

between Columbus and Manhattan Ave

*Breakfast is available at all sessions. Sessions start promptly at 9:30 am*

## Training BUNDLE!

### Buy 3 sessions get

## \$50 off!

*Call us to ask how.*

*646-758-6555*



# Good Fit Colleges

## FOUN101: Assessing Postsecondary Readiness

To better assist students with their postsecondary goals, whether college or career, effective college advisors should assess their school or program's college and career going culture, evaluate students for postsecondary fit and consider what's happening in the labor market.

Key topics include:

- Data and trends that inform how we prepare students for college and career
- Examining college and career going culture
- Assessing the whole student through diplomas, transcripts, test scores, and finances

**Thursday, November 7, 2019 Full-day (\$150)**

**Wednesday, December 18, 2019 Full-day (\$150)**

## FOUN103: Student Choice Through the Lens of Career

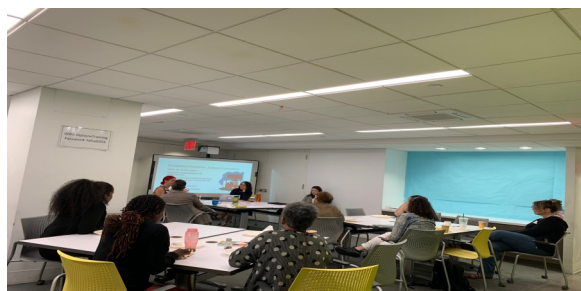
One key skill of an effective college adviser is helping students find post-secondary opportunities that meet their needs and interests. This session addresses matching students to their right fit using career as the lens.

Key topics include:

- Pathways that pay
- Counseling students on post-secondary options
- Career exploration

**Thursday, December 5, 2019 Full-day (\$150)**

**Wednesday, January 22, 2020 Full-day (\$150)**



## FOUN104: Researching and Evaluating Students Postsecondary Choices

A college advisor needs to assist students to take advantage of all the support programs available while ensuring that the student chooses the best fit option for their postsecondary needs.

Key topics include:

- Special admissions and support programs (including EOP, HEOP, CUNY Support programs, Access-VR, ETV, C-STEP)
- Matching students to quality programs
- Supporting students to have balanced lists of good-fit postsecondary options

**Thursday, January 9, 2020 Full-day (\$150)**

**Wednesday, February 26, 2020 Full-day (\$150)**

# Applications and Admissions

## FOUN105 Strong College Applications

Effective college advisors must be skilled in helping students assemble and submit strong college applications. By comparing sample student applications, participants gain insight into an admission officer's perspective and the relative importance of each component of the application. Participants also explore the value of advocacy in the college admissions process.

Key topics include:

- CUNY, SUNY, and Common Application features
- Supporting students to write compelling essays
- Elements of effective recommendation letters
- Applying to non-college programs

**Thursday, February 6, 2020 Full-day (\$150)**

**Wednesday, March 25, 2020 Full-day (\$150)**

# Applications and Admissions

## EOP101 Special Admissions Program

For low-income students, opportunity programs are often instrumental to their success in college. They provide academic, social and some financial support for students who would otherwise not be academically eligible to attend the college of their choice.

Key topics include:

- Different types of opportunity programs including EOP, HEOP, SEEK, CD
- Resources that opportunity programs provide
- Eligibility requirements and application tips

**Wednesday, December 11, 2019 Full-day (\$150)**

## **NEW AA202 Building Relationships and Resources**

This is your chance to talk with a panel of college admissions officers and ask all your burning questions. Identify tools and supports that will assist you to promote high quality college access programs .

Key topics include:

- Making intentional connections with colleges
- Identifying key staff members to connect with at any college
- Analyzing student outcomes at different colleges
- Making the most of counselor-college relationships to support long-term student success

**Tuesday, November 12, 2019 Full-day (\$150)**

## **NEW AA200 Writing With Purpose: Writing Better Recommendation Letters and Supporting Students to Write Better Essays**

Debunk myths that inhabit students when writing their essays and help them to craft compelling personal statements in less time. Reduce your own time writing letters of recommendation and identify traits and experiences that matter most to college admissions readers.

**Thursday, December 12 , 2019 Full-day (\$150)**

contact us at: (646) 758- 6555 or [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org)

# Financial Aid Counseling

## FOUN102 Financial Aid Application Process

Financial aid counseling is perhaps the most intimidating of the critical skills required of college advisors. Yet, our students must be able to complete the FAFSA and navigate the financial aid process to be able to attend and pay for college.

Key topics include:

- How financial aid is awarded
- 3 critical questions in Financial Aid assessment - if you can answer these, you can answer any question
- FAFSA & TAP application details and tips
- PROFILE application tips
- Dependency override
- Complex case scenarios

**Thursday, October 10, 2019 Full-day (\$150)**

**Wednesday, November 20, 2019 Full-day (\$150)**

## **AFA201 Financial Aid Refresher & Updates**

Stay current! Learn what has and hasn't changed with the FAFSA and who is eligible for the Dream Act

Key topics include:

- Updates on the 2019-2020 financial aid applications & process
- Complicated student situations to explore in roundtable discussion with colleagues

*Prerequisite: Financial Aid Applications*

**Thursday, October 16, 2019 Full-day (\$150)**

# Financial Aid Counseling

## FOUN106 Financial Aid Packages Loans & Gap

Helping students apply for financial aid is an important first step, but college advisors play a critical role ensuring that young people can afford their postsecondary education without untenable debt.

Key topics include:

- Sources of financial aid
- Analyzing & comparing financial packages
- Advising around sound financial decisions
- Understanding the federal loan process
- Complex case scenarios

**Thursday, March 5, 2020 Full-day (\$150)**

**Wednesday, April 15, 2020 Full-day (\$150)**



# Specific Populations

## SP100 Immigrant Students and the College Process

Undocumented students, permanent residents, refugees and asylees all face different challenges in applying to, getting in to, and paying for college. Guided by both lawyers from the Legal Aid Society and Options' trainers, participants examine strategies and resources to help immigrant students through the college application and financial aid processes.

Key topics include:

- Identifying and understanding immigration status
- Adjustment of immigration status
- Impact of residency status on college admission and financial aid
- Counseling undocumented students and students with undocumented parents through the college process

*Presented in collaboration with the Legal Aid Society*

**Wednesday, October 23, 2019 Full-day (\$150)**

**Wednesday, January 29, 2020 Full-day (\$150)**

## SP101 Students With Disabilities and the College Process

Students with disabilities may face additional barriers in applying to and transitioning to college. Participants learn about different college policies and supports, general resources for students and their families, and the laws protecting students with disabilities.

Key topics include:

- Attitudinal barriers
- Supporting college selection and applications
- Accommodations vs. modifications — the law
- Researching and accessing college disability services

**Wednesday, November 13, 2019 Full-day (\$150)**

**Wednesday, April 22, 2020 Full-day (\$150)**

## **Foundation Course for College Access Counseling—Certificate Course**

The Foundation Course is an opportunity for college counselors to enhance their skill and capacity to effectively counsel students and incorporate youth development best practices into their schools and programs.

The six core content seminars focus on guiding students through exposure and exploration of the college and career landscape, developing well-balanced postsecondary programs lists, submitting strong college applications and accessing the best possible financial aid package. The final three sessions, the counseling series, focus on effective advising and program approaches.

The course provides for exploration of relevant issues, ample time for discussion, hands-on practice, and concrete planning in nine workshops scheduled over seven months.

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### **Student Case Portfolio**

Each course participant is required to submit a portfolio demonstrating mastery gained from the core content seminars to a real student case. If participants do not have an appropriate student case to work with, we will provide a sample student.

Portfolio submission is **mandatory** in order to earn the Course certificate.

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### **Certificate Requirements**

To receive a certificate for completing the Foundation Course, participants must attend all sessions and submit a satisfactory portfolio.

### **The Cost**

The maximum cost for the Foundation Course is \$1150. Actual costs will vary, depending on previously completed coursework. Discounts are available for multiple attendees from the same organization. See FAQ for more information or contact the Options Institute at 646-758-6555.

### **Registration**

Please register for the Foundation Course by September 20, 2019. Register online at:

<https://optionsinstitute.member365.com/>

# Foundation Course for College Access Counseling—Certificate Course

## SCHEDULE AND REQUIREMENTS—AT A GLANCE

### Core Content Seminars

### Dates

FOUN101: Assessing Postsecondary Readiness (Pg. 9)	Nov 7 or Dec 18
- Course Orientation follows both Assessing Postsecondary Readiness workshops (4:00 p.m. - 5:00 p.m.)	
FOUN103: Student Choice through the Lens of Career (Pg. 9)	Dec 5 or Jan 22
FOUN104: Researching and Evaluating Students Postsecondary Choices (Pg. 9)	Jan 9 or Feb 26
FOUN 105: Strong College Applications (Pg. 9)	Feb 6 or Mar 25
FOUN102: Financial Aid Application Process (Pg. 10)	Oct 10 or Nov 20
FOUN106: Financial Aid Packages, Loans and Gap (Pg. 11)	Mar 5 or Apr 15

### Portfolio Assignments

The assignments are due on March 25, 2020

### Counseling Series

### Spring

### Spring

FOUN201: Counseling Series ( <i>Participants must commit to all the dates in <b>one</b> series.</i> See pg. 14 for details)	<b>Series A</b>	<b>Series B</b>
Youth Development in College Access	April 2	May 6
College Access Counseling Skills	April 9	May 13
Common Counseling Challenges Practicum	April 16	May 20
Culmination and Evaluation Meeting (9:30 a.m. - 1:30 p.m.)	April 23	May 27

**Total Cost: \$1,150**

*All workshops are 9:30am-4:30pm unless otherwise noted. Breakfast is available at 9:00 a.m.*

Core Classes of the Foundation Course for College Access Counseling Series can be taken individually or as a track to a certificate!

To register for the Foundation Series, enroll for all classes labeled “FOUN”

# ***Foundation Course for College Access Counseling—Certificate Course***

## **FOUN201: Counseling Series**

The three sessions of the Counseling Series focus on building effective counseling skills and supporting youth development. The sessions are spent with a cohort of colleagues to help build a professional network and a space to discuss the rewards and challenges of college access work.

### **Week One: Youth Development in College Access**

Participants are introduced to the theoretical and practical underpinnings of strong college access programs. Participants examine their own program components to determine if they follow youth development best practice including aspects of resources, space and processes. Through group discussion and example scenarios, participants identify tools and opportunities to strengthen their college access programs.

***Thursday, April 2, 2020***

***Wednesday, May 6, 2020***

### **Week Two: College Access Counseling Skills**

Effective college access work requires strong counseling and communication skills. Participants delve into active listening, probing and informing skills, all needed to work effectively with young people. Participants learn an approach that puts the young person at the center, examine a range of common counseling responses and practice using effective skills in a range of situations. Participants engage in mock college counseling sessions and assess their own counseling skills and next steps.

***Thursday, April 9, 2020***

***Wednesday, May 13, 2020***

### **Week Three: Common Counseling Challenges**

#### ***Practicum***

Building on College Access Counseling Skills, participants spend the day practicing skills, giving feedback and discussing strategies in response to a variety of case scenarios concerning the college and financial aid processes. Drawn from real life situations, scenarios include, but are not limited to, students who consistently miss appointments or fail to do follow-up; students whose academic performance will not allow them to get into their dream college or pursue their dream career; and disagreement between parents and student about where they should attend college.

***Thursday, April 16, 2020***

***Wednesday, May 20, 2020***

### **Week Four: Culmination and Evaluation Meeting**

Supervisors are invited to attend 9:30 a.m. to 11:30 a.m. We will reflect on and share what has been learned throughout the Foundation Course for College Access Counseling, discuss college access and programming challenges, and award certificates.

***Thursday, April 23, 2020***

***Wednesday, May 27, 2020***

## FREQUENTLY ASKED QUESTIONS (FAQs) — FOUNDATION COURSE

### Who should attend the Course?

The Course is designed for both new and experienced counselors working directly with students around college access. Past participants have included guidance counselors, college counselors, youth advocates, advisory teachers, and volunteers from non-profit organizations and schools. Participants with experience ranging from zero to more than 3 years in the field have found the course valuable.

### Will there be opportunity for networking?

Making connections with colleagues is one of the benefits of the course. You will meet participants throughout the core content seminars. In the April and May counseling series, you will have a consistent class of peers.

### If I start the Course and something changes, can I finish next year?

Yes. You may apply your participation in the core content days towards completion of the Course for up to two years.

### How do I register for the Course?

You can register for the Course online by visiting our website: <https://optionsinstitute.member365.com/>

Please be sure to register for all required classes, including all six core content days and the counseling series. Each must be purchased individually.

### I came to an Options seminar last year on a topic covered in the Course. Do I have to attend again this year to get the certificate?

Contact us for information, but if you have taken a core content seminar in the past two years you may not have to repeat that session.

### I am participating in the DOE Series; can I also take the course?

Yes, the DOE series can substitute for the core content days. You would need to register and pay \$250 for the counseling series. Contact the Options Institute at 646-758-6555 to register.

### I have more questions. Who can I ask?

Contact the Options Institute at 646-758-6555 or [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### Are there any discounts?

Yes, the total will range between \$150 and \$1,150.

- Participants who have already attended one or more core content seminars may deduct the cost of those sessions.
- Organizations sending multiple staff within the same organization are eligible for a discount. (See the chart below)

Number of Participants	Discounts
1 Person	\$1,150
2 People	\$950
3 People or more	\$750

### **BB201 Beyond Basics Advanced Counseling Series**

Are you a graduate of our *Foundations Course*? Have been working in access for two or more years? Then our *Beyond Basics* series is for you. Workshops focus on building your communication skills and cultivating your interaction with others – both students and peers. What does it take to have a “real” conversation? How does your identity and privilege intersect and effect student success? How do you tackle conversations around race? How do you recognize when a student has been exposed to trauma? Join your peers and build a professional network you can share ideas with and learn from.

#### **BB201T: Cultural Responsiveness in College Counseling**

In this session, participants will reflect on the intersecting identities of students *and* staff, and explore the implications of those intersections. This day is meant to set the stage for developing cultural responsiveness at the college access level.

**Tuesday, March 3, 2020 Full-day**

#### **BB202T: Two: Real Talk**

This training focuses on how to structure difficult conversations – sensitive, emotionally charged or complex topics -- with students. What makes conversations difficult and what are the challenges counselors have when faced with these situations.

Key topics include:

- Defining hard conversations
- Methodologies to aid conversations
- Practice scenarios

**Tuesday, May 19, 2020 Full-day**

#### **BB203T: Let’s Talk Race**

In this session we will look at the history of race and racism and how racial oppression and privilege effects the lives of our students.

**Wednesday, April 8, 2020 Full-day**

#### **BB204T: Trauma Informed Counseling 101**

This training is focuses on helping counselors and educators understand the traumas their student experience and the roles educators can play, as witnesses, as perpetrators and as healers.

Key topics include:

- Understanding the basics of trauma
- The drama of the trauma: Recognizing when you are in a student’s cycle of trauma and what to do about it
- Trauma in Education
- Case studies and case solutions
- Vicarious Trauma and self-care

**Tuesday, April 28, 2020 Full-day**

#### **Effective Programming**

Working with the topics covered in the series, participants will think about what it takes to Implement change, in their programs (or in themselves). Change can be complicated and each of us faces unique issues depending on our particular organization. On this day participants will have an open forum to identify, trouble shoot, and work through the challenges and opportunities that face them in their day to day routines.

**Tuesday, June 16, 2020 Full-day**

**Session offered free of charge if registered for any of the Beyond Basic workshops.**



# Beyond Basics Advanced Counseling —Certificate Course

## SCHEDULE AND REQUIREMENTS—AT A GLANCE

### Core Content Seminars

### Dates

BB201: Cultural Responsiveness in College Counseling (pg. 16) - Course Orientation follows Cultural Responsiveness in College Counseling (4:00 - 5:00 pm)	February 4
BB202: Real Talk (Pg. 16)	March 3
BB203: Let's Talk Race (Pg. 16)	April 8
BB204: Trauma Informed Counseling (Pg. 16)	April 28
BB205: Effective Programming (Pg. 16)	May 19

### Assignments

Projects as assigned.

All workshops are 9:30 a.m. to 4:30 p.m. unless otherwise noted. Breakfast is available at 9:00am.

## BEYOND BASICS FREQUENTLY ASKED QUESTIONS

### Who should attend this course?

The course is designed for Foundation Course graduates or experienced counselors who have been doing college access work for two or more years.

### Will there be opportunity for networking?

Making connections with colleagues is a priority for this series. Participants will not only engage in networking conversations throughout the series but will also have the opportunity to create connections outside of the classroom through exclusive counselor breakfasts. These breakfasts will be held throughout the year and will cover an array of relevant topics surrounding college access work. Some may be presented with special guests and Options partners.

### Are there any discounts?

Organizations sending multiple staff within the same organization are eligible for a discount. (See the chart below)

### How do I register for the course?

You can register for the course online by visiting our website: <https://optionsinstitute.member365.com/> Participants register for all classes simultaneously.

### I came to Options seminar last year on a topic covered in the course. Do I have to attend again this year to get the certificate?

Contact us for information, but if you have taken a core content seminar in the past two years you may not have to repeat that session.

### I have more questions. Who can I ask?

Contact the Options Institute at 646-758-6555 or [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### If I start the course and something changes, can I finish next year?

Yes. You can apply your participation in content days towards completion of the course for up to two years.

Participant	Discount
1 Person	\$500
2 People	\$450
3 People or more	\$400

# Effective Postsecondary Planning: Supporting Access and Success for All Students

The Options Institute in partnership with the NYC DOE Office of Postsecondary Readiness to offer professional development workshops free of charge for DOE staff.



From helping families decipher financial aid packages to helping students make good-fit postsecondary choices; this series provides participants with the knowledge and resources to meet the post-secondary advising needs of their students.

**THE SIX SESSIONS OF THE EFFECTIVE POSTSECONDARY PLANNING SERIES ARE:**

- Assessing Postsecondary Readiness: Building Culture and Preparing Students... See page 9
- Financial Aid Application Process: Understanding the Complexities... See page 10
- Student Choice Through the Lens of Career... See page 9
- Researching and Evaluating Students Postsecondary Choices... See page 9
- Strong Applications: Guiding Students through the Process... See page 9
- Financial Aid Packages, Loans and Gap: Encouraging Sound Financial Decisions... See page 11

All sessions take place from 8:30 am– 3:30 pm  
 Breakfast and lunch are provided. Workshops will  
 take place at the Hispanic Federation Center,  
 55 Exchange Place, 5th Floor, New York, NY 10005

**ELIGIBILITY:**

The series and workshops are open to staff who serve as college advisors in DOE schools. Participants in the series must commit to attending all six workshops in a series. Supervisors of applicants will be expected to submit support of staff participation.

Workshop	Date
Financial Aid Application Process	October 29, 2019
Assessing Postsecondary Readiness	November 19, 2019
Student Choice Through the Lens of Career	December 17, 2019
Researching and Evaluating Students Postsecondary Choices	January 14, 2020
Strong College Applications	February 11, 2020
Financial Aid Packages, Loans and Gap	March 24, 2020

# Payment

## Payment with a Credit or Debit Card:

Payment can be made with a card through the Options Institute member portal at :

[optionsinstitute.member365.com](http://optionsinstitute.member365.com)

Click the “workshops” tab > “events calendar”. View the calendar , select the workshop you want to attend and click the register button. For payment choose the card option , add card information and purchase! Please note: we do not accept American Express

## Payment by check:

To pay with check, sign into your Options Institute Portal at [optionsinstitute.member365.com](http://optionsinstitute.member365.com) , register for the class and choose the “check” option, you will immediately be prompted to download an invoice.

Checks should be sent to:

Goddard Riverside Options Center

ATTN: Deborah Fuller  
352 West 110 Street  
New York, NY 10025

## Refund Policy:

If you are unable to attend a workshop for which you have registered, email [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org) or call 646-758-6555 with at least a 48 hour notice to receive a full refund or credit for a future workshop

## Course Cancellations:

Options Institute reserves the right to cancel classes due to weather circumstances or low registration volume. In those instances participants will receive full refunds for the workshop, or credit to apply to another workshop.

## For more information contact us:

Online: [optionsinstitute.member365.com](http://optionsinstitute.member365.com)

By Phone: **(646) 758-6555**

Hours: Monday through Friday  
9:00am- 5:00pm

# Discounts

**Training BUNDLE!**

Buy 3 sessions get  
**\$50 off!**

*Call us to ask how.*

# Other Professional Development Services

## Customization

Interested in custom team training at your location? Email us at [Optionsinstitute@gmail.com](mailto:Optionsinstitute@gmail.com), with your organization's name, a contact phone number and your training goals. Or call 646-758-6555. We will work with you to craft the best training for your team.

## Site Visits and Consultation

Options Institute staff will visit your site and consult with you on student resources, timelines and implementation of college access events and making the college access office engaging to young people.

Email us at [Optionsinstite@gmail.com](mailto:Optionsinstite@gmail.com) or call 646-758-6555 for more information.

# Location

Options Institute is located at:

352 West 110 Street

New York, NY 10025

between Columbus and Manhattan Avenues

## Nearest Subway Stops:

C or B train      110th Street Cathedral Parkway

1 train            110th Street (and Broadway)

2 or 3 train      110th Street—Central Park North

## Nearest Bus Stops:

M7/ M116 Bus   [Manhattan Ave. at Cathedral PKWY](#)

M3/M4 Bus      [Cathedral PKWY at Manhattan Ave.](#)

M11 Bus          [Columbus Ave. at W 110 St.](#)



