Options Institute

2018-19 Professional Development Brochure

About the Options

Options at Goddard Riverside Community Center

The Options Center is one of 27 programs provided by Goddard Riverside Community Center. For over 30 years, we have been working to increase the number of underrepresented young people who gain access to college and earn quality postsecondary degrees.

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 both the basic knowledge counselors need to help young people through the college process and fundamental counseling skills and youth development approaches to working with students. In addition, the Options Institute offers a variety of one-day seminars on related topics such as working with immigrant students and advanced financial aid workshops.

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

Options Institute's Approach

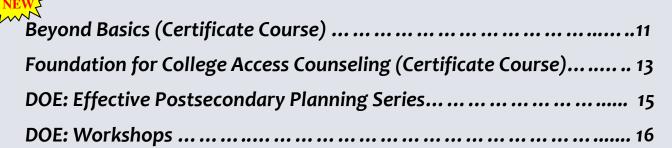
All Options Institute facilitators are also college access counselors who bring their own firsthand experience and knowledge to seminars. We train from a practical perspective, using thoughtfully crafted curricula to provide intensive, interactive learning experiences. Committed to adult learning theory, 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.

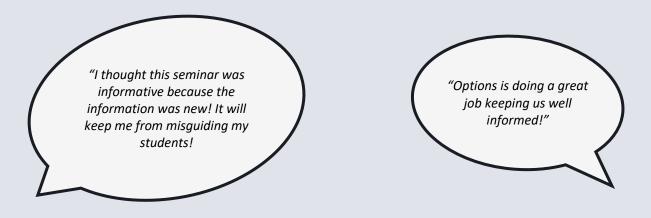
Since our inception, the Options Institute is proud to have served over 7,000 participants.

Seminars are designed for school and nonprofit-based staff as well as volunteers working with young people on college access and success offering a focus on specialized knowledge and skills for high quality advising.

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What Participants are Saying

Information on Member 365

Welcome to our new website!

Options Institute is now using a new website, Member365, for class registration and communication. We hope you will make use of all the tools available to you! Below are instructions to help you get your account started.

1. Sign – In through the right link.

If you are a DOE educator go to: https://optionsinstitute.member365.com/public/login/membership/23bb3f18daa68c24e4c029ff5 59f84816d522415/1

If you are a general member go to:

https://optionsinstitute.member365.com/public/login/membership/9a9e1a94d1b7fb42a3961f153 158bae85180129e/1

a. To get started provide your email in the indicated box.

Become a Member

	Email	
efei	er to login using your account?	

2. Contact Information

You will be asked for contact information. We strongly suggest providing as much information as possible. Please do not use any abbreviations or shorthand. Type out all your answers DOE staff will be asked to provide specific information about your school, including your DOE email, school name, DBN, and role. Within 1-2 days you should receive a membership decision and will have access to free Department of Education Sessions as well as Options regular sessions. General members do not have to answer questions about their school and should receive an immediate confirmation.

All participants must read and check off the "Code of Conduct for use of the Options Institute Portal."

Disclaimers	
Code of Conduct for use of the Options Institute Portal	

3. Finish

You are finished! You should receive a submission email. If you have not received the confirmation, please check your junk folder.

Registration Completed!

Welcome to the community! Your login credentials have been emailed to you. If you do not receive the email within 15 minutes please check your junk mail folder.

Fall Semester 2018

October 2018

17, Assessing Postsecondary Readiness	
23, Immigrant Students and the College Process	
31, Financial Aid Refresher	

November 2018

- 13, Financial Aid Application Process
- 14, Financial Aid Application Process
- 15, Real Conversations
- 29, Special Admissions Programs

December 2018

- 5, Exploring Careers for Postsecondary Planning
- 6, Assessing Postsecondary Readiness
- 12, Culturally Responsive Counseling

Department of Education Do you work in a

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NYC DOE High School?

There is a 7-session
series and several
one-day workshops
specifically for you!

They are available at no cost through a partnership with the NYC DOE Office of Postsecondary Readiness specifically for you!

Cancellation Policy:

If you are unable to attend a workshop for which you have registered email <u>optionsinstitute@goddard.org</u> or call 646-758-655 with at least a 48 hours' notice to receive a full refund or credit for future workshops. We cannot issue refunds or credit with less than 48 hours' notice.

Invoicing:

Payment must be received before or on the day of the workshop.

Spring Semester 2019

January 2019 8, Exploring Careers for Postsecondary Planning 9, Matching Students to Postsecondary Opportunities 10, Real Conversations 17, Trauma Informed Counseling 30, Financial Aid for Returning College Students	p. 7 p. 7 p. 11 p. 11 p. 9
 February 2019 6, Evaluating Students' Postsecondary Choices 7, Culturally Responsive Counseling 12, Matching Students to Post Secondary Opportunities 14, Writing Essays and Recommendations 27, Non-traditional Students and the College Process 	p. 7 p. 11 p. 7 p. 12
 March 2019 5, Trauma Informed Counseling 6, Strong College Applications 7, Students with Disabilities and the College Process 12, Evaluating Students Postsecondary Choices 14, Identifying Resources (3) 20, Immigrant Students and the College Process 26, Writing Essays and Recommendations 	p. 12 p. 8 p. 10 p. 7 p. 12 p. 9 p. 12
April 2019 9, Strong College Applications 10, Financial Aid Packages, Loans and Gap 17, Identifying Resources 18, Using Data 23, Transition to and Success in College 30, Financial Aid Packages, Loans and Gaps	p. 8 p. 9 p. 12 p. 12 p. 10 p. 9
May 2019 1, 7 Counseling Series Day 1 8, 14 Counseling Series Day 2 15, 21 Counseling Series Day 3 16, Trauma Informed Counseling 22, 28 Counseling Series Culmination 23, Trauma Informed Counseling	p. 15 p. 15 p. 15 p. 12 p. 15 p. 15 p. 12

Time and Place:

Full-Day Seminars: 9:00 am – 4:00 pm

Half-Day Seminars: 9:00 am – 1:00 pm

Breakfast is available at all the sessions at 8:30 am

Seminars take place at 352 W 110th Street in Manhattan unless otherwise indicated.

TO REGISTER

Visit our website:

https://optionsinstitute. member365.com/

Good-Fit Colleges

Assessing Postsecondary Readiness FOUN101

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

Oct 17, 2018 Dec 6, 2018 Full-Day-\$100

Exploring Careers for Postsecondary Planning FOUN103

Using assessment tools with students to aid in their understanding of compatible careers can be very helpful. Learn what assessment tools are available and how to best use them as well as how to introduce career exploration and work readiness to student. Key topics include:

- Assessment Tools
- Career exploration
- Work readiness

Dec 5, 2018 Jan 8, 2019 Full-Day-\$100

Matching Students to Postsecondary Opportunities FOUN104

One key skill of an effective college advisor is helping students find postsecondary opportunities that meet their needs and interests.

Key topics include:

- Postsecondary landscape terminology
- Pathways that pay
- Counseling students on postsecondary options

Jan 9, 2018 Feb 12, 2019 Full-Day-\$100

Evaluating Students' Postsecondary Choices FOUN105

A college advisor needs to assist students to take advantage of all the support programs available while also 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

Feb 6, 2019 Mar 12, 2019 Full-Day-\$100

Applications & Admissions

Strong College Applications FOUN106

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 effective recommendations letters
- Applying to non-college programs

Mar 6, 2019 April 9, 2019 Full-Day-\$100

Special Admissions Programs EOP101

For low-income students, opportunity programs are usually a g real fit. They provide academic, social and some financial support for students who would not otherwise 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

Financial Aid Counseling

Financial Aid Application Process FOUN102

Financial Aid Application counseling is perhaps the most intimidating of the critical skills required of college advisors. Yet, our students must be able to process to be able to complete the FAFSA and navigate the financial aid process to be able to attend and succeed in college. Key topics include:

- How financial aid is awarded
- Three critical questions in Financial Aid assessment
- FAFSA & TAP application details and tips
- PROFILE application tips
- Financial dependence & independence
- Dependency override
- Complex case scenarios

Nov 14, 2018 Nov 13. 2018 Full-Day-\$100

Nov 29 2018

Full-Day-\$100

Financial Aid Packages Loans & Gap FOUN107

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 burdening their future with 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

Apr 10, 2019 Apr 30, 2019 Full-Day-\$100

Financial Aid for Returning College Students

AFA203

The financial aid process does not stop with the first year of college. Returning college students must re-file the FAFSA annually and maintain their TAP grant.

Key topics include:

- College Success and financial aid
- Tips for refilling FAFSA with returning college students
- TAP-able credits
- How declaration of majors/changing majors can effect
- TAP Complex case scenarios

*It is recommended that participants attend Financial Aid Counseling before attending this session

Jan 30, 2019

Full-Day-\$100

Financial Aid Refresher & Updates AFA201

Financial aid applications and processes change each year. To be able to assist our students most effectively, professionals must stay current.

Key topics include:

- Updates on the 2018-19 financial aid applications & process
- Complicated student situations to explore in roundtable discussion with colleagues

Prerequisite: Financial Aid Applications

Oct 31, 2018

Half-Day-\$60

Specific Populations

Immigrant Students and the College Process

SP100

Undocumented students, permanent residents, refugees and asylees all face different challenges in applying to, getting in to, and paying for college. Guided by both legal and college access professionals, 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 a Legal Aid Society

Oct 23, 2018 Mar 20, 2019 Full-Day-\$100

Students with Disabilities and the College Process

SP101

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

- Assisting students with disabilities in selecting where to apply to college.
- Supporting student applications.
- Helping students successfully transition

Mar 7, 2019

Full-Day-\$100

College Success

Transition & Success in College SU101

A variety of support systems exists to help students succeed in college, and effective college advisors must be able to refer their students wisely. Participants consider the many challenges in getting to and settling into college. Key topics include:

- Addressing homesickness or the challenges of commuting to college
- Helping students adapt to new social and cultural environments
- Key social/emotional and financial college success milestones

Apr 23, 2019

Full-Day \$100

All classes of the <u>Foundation</u> <u>Course for College Access</u> <u>Counseling Series</u> can be taken individually or as a track to a certificate!

For a certificate, register for all classes labeled "FOUN"



Register early. The program of your choice could fill early or be canceled due to enrollment requirements. To register visit: <u>https://optionsinstitute.m</u> <u>ember365.com/</u>

Beyond Basics Series

Brand New!

Are you a graduate of our Foundations Course? Then you may be interested in our advanced series, Beyond Basics. If you have been working in access for 2 years or more and are interested in collaborating with your colleagues, check out our new certificate course. This series goes in depth about topics that will bring your counseling to the next level. Learn to have difficult conversations with students, create quality letters of recommendations, personal statements and more. Beyond Basics for a limited time only, will be offered free! Participants must attend all workshops and will receive a certificate of completion.

***Registration on a first come first served basis.

Real Conversations 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.	Culturally Response Counseling In this session, participants will reflect on the intersecting identities of students <i>and</i> 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. .Jan 17, 2019 Mar 5, 2019
Nov 15, 2018 Jan 10, 2019	
Trauma Informed Counseling This training is focused on helping counselors and educators understand the traumas our student experience and the roles educators can play, as witnesses, as perpetrators and as	Writing Essays and Recommendations College Admission Essays Advanced Workshop Learn to coach students to tell authentic, memorable stories that will set their essay apart in the college admissions process. Facilitated by Story2 coaches, experienced teachers and writers who know college admissions. Feb 14, 2019
Feb 7, 2019	Mar 26, 2019
Using Data Effective college advisors must be able to represent the good work they do by keeping good data. Participants will walk through some key concepts in data tracking as well as common challenges.	Building Relationships The Beyond Basics Relationships workshop is a workshop designed to help counselors identify tools and supports that will assist them to promote high quality college access programs.
Apr 18, 2019 May 23, 2019	Mar 14, 2019 Apr 17, 2019
Open Space Activity	
May 16, 2019 June 20 2019	

Time and Place:

Full-Day Seminars: 9:00 am – 4:00 pm

Half-Day Seminars: 9:00 am – 1:00 pm

Breakfast is available at all the sessions at 8:30 am

Seminars take place at 352 W 110th Street in Manhattan unless otherwise indicated.

Sign up for mailing list!

To receive regular updates from the Options Institute including information about new and upcoming workshops, email optionsinstitute@goddard.org

with your name and organization.

If you have any questions:

Call 646-758-6555 or email optionsinstitute@goddard.org

Don't be disappointed!

Register early. The program of your choice could fill early or be canceled due to

Foundation Course for College Access Counseling—Certificate Course

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

Core Content Seminars

FOUN101: Assessing Postsecondary Readiness (see p.7)

- Course Orientation follows both Assessing Postsecondary Readiness workshops (4:00-5:00) FOUN103: Exploring Careers for Postsecondary Planning (see p.7) FOUN104: Matching Students to Postsecondary Opportunities (see p.7) FOUN105: Evaluating Students' Postsecondary Choices (see p.7) FOUN106: Strong College Applications (see p.8) FOUN102: Financial Aid Application Process (see p.8) FOUN107: Financial Aid, Loans and Gap (see p.9)

Portfolio Assignments

Final date for portfolio submission is March 29, 2019

2019 Counseling Series (9:00 a.m. - 4:00 p.m.)

FOUN201: Youth Development in College Access College Access Counseling Skills Common Counseling Challenges Practicum Culmination and Evaluation Meeting (8:30 a.m. – 12:30 p.m.)

Certificate Requirements

To receive a certificiate for completing the Foundation Course, participants must attend all sessions and sumbit a satisfatory portfolio. In the case of extenuating cirumstances, one absence is excusable.

The Cost

The maximum cost for the Foundation Course is \$950. Actual costs will vary, depending on a previously completer coursework. Discount available for multiple attendees from the same organization. See FAQ on the last page for more information or contact the Options Insitiute at 646-758-6555.

Registration

Please register for the Foundation Course by September 25, 2018. Register online at: <u>https://optionsinstitute.member365.com/</u>

Foundation Course for College Access Counseling—Certificate Course

WEEK ONE:

Youth Development in College Access May 1, 2019 May 7, 2019

Participants are introduced to the theoretical and practical under planning 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 strength their college access programs.

WEEK THREE:

Common Counseling Challenges Practicum May 15, 2019 May 24, 2019

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, scenario topics 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.

WEEK TWO:

College Access Counseling Skills May 8, 2019 May 14, 2019

Effective college access work requires strong counseling and communication skills. Participants explore the active listening, probing and informing skills needed to work with young people on the college access process. Participants learn an approach that puts the young person at the center and examine a range of situations. Participants engage in mock college counseling sessions and assess their own counseling skills and steps.

WEEK FOUR:

Culmination May 22, 2019 May 28,2019





9:00 a.m. - 12:30 p.m.

Supervisors are invited to attend 8:30 a.m. – 11:00 a.m. We will reflect on and share what has been learned over the Foundation Course for College Access Counseling, discuss college access and programming challenges, and award certificates.

FREQUENTLY ASKED QUESTIONS (FAQs)

Who should attend this 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 5 years in the field have found the course valuable.

Are there any discounts?

Yes, the total will range between \$250 and \$950:

- 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. For more information, contact us.

Will there be opportunity for networking?

Making connections with colleges is one of the benefits of the course. You will meet other participants in the fall core content seminars. In the May counseling series, you will have a consistent class of peers.

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 components, including all the seven core content days and the counseling series. Each must be purchased individually.

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

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

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 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.

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 helpings 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 SEVEN SESSIONS OF THE EFFECTIVE POSTSECONDARY PLANNING SERIRES ARE:

- Assessing Postsecondary Readiness: Building Culture and Preparing Students... See page 7
- Financial Aid Application Process: Understanding the Complexities... See page 8
- Exploring Careers for Postsecondary Planning... See page 7
- Matching Students to Postsecondary Opportunities: Making the Best Fit... See page 7
- Evaluating Students Postsecondary Choices... See page 7
- Strong Applications: Guiding Students through the Process... See page 8
- Financial Aid Packages, Loans and Gap: Encouraging Sound Financial Decisions... See page 10

All sessions take place from 8:00 a.m. – 3:00 p.m. Breakfast and lunch are provided. Workshops will take place at the Hispanic Federation Center, 55 Exchange Place, 5th Floor, New York, NY 10005 Registration is required, for more information email Kristen Harris at Kharris19@schools.nyc.gov

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 seven workshops in a series. Supervisors of applicants will be expected to submit support of staff participation.

Workshop	Cohort 2	Cohort 3
Assessing Postsecondary Readiness	Dec 13, 2018	December 19, 2018
Financial Aid Application Process	November 6, 2018	November 27, 2018
Exploring Careers for Postsecondary Planning	Jan 16, 2018	January 15, 2019
Matching Students to Postsecondary Opportunities	Feb 13, 2019	February 19, 2019
Evaluating Students Postsecondary Choices	March 13, 2019	February 20, 2019
Strong College Applications	May 9, 2019	February 21, 2019
Financial Aid Packages, Loans and Gap	April 16, 2019	March 19, 2019

Effective Postsecondary Planning: Supporting Access and Success for All Students

One-Day Workshops for NYC Department of Education Staff



Teachers Package!

Join us for our two day series, centered on helping teachers learn college access basics. This series will feature the following classes:

Oct. 26 & 27, 2018 Feb. 8 & 9, 2019

Everything You Need to Know College Access: For Teachers

Do you run an advisory period? Part of a team that supports the school college advisor? Or, just have students showering you with questions as they consider their postsecondary options? Then this workshop is for you!

Key topics include:

- Highlights of the college application process
- Postsecondary landscape
- Important student milestones and timelines

Writing Effective Letters of Recommendation & Personal Statement Writing in the Classroom

Letters of recommendation and personal statements play a pivotal role in the college application process. They provide an opportunity to convey the personal qualities of a student that test scores and grades do not reveal. In this full day session, attendees will spend half the day reviewing sample letters and learning techniques to write strong recommendations. In the second half of the day, participants will review sample lesson plans and other resources to support incorporating college essay writing assignments in the classroom. This workshop is open to any school-based staff supporting postsecondary planning but intended specifically for instructional staff.

Effective Postsecondary Planning: Supporting Access and Success for All Students

One-Day Workshops for NYC Department of **Education Staff**

How to Run a Financial Aid Workshop

A great way to distribute information to students and families on this complex process is to host a workshop. Key topics include:

- **Observing an Options Financial Aid Workshop** •
- Strategies for adapting the material for other populations
- Answering difficult questions *Prerequisite: Financial Aid Applications Process or prior experience completing the FAFSA.

Financial Aid Refresher and Updates.

Financial aid applications and processes change each year. To be able to assist our students most effectively, professionals must stay current. Key topics include:

- Refresher on the financial aid application process
- Updates on the 2018-19 financial aid applications & process
- Complicated student situations

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 legal and college access professionals, participants examine strategies and resources to help immigrant students through the college application and financial aid processes.

Key topics include:

- Identifying & understanding immigration status
- Adjustment of immigration status

Students with Disabilities

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

- Assisting students with disabilities in selecting where to apply to college
- Supporting student applications
- Helping students successfully transition

Educational and Work-Related Alternatives to College

When searching for a good-fit program for a student, a bachelor's or associate degree program is not always the right match. Key topics include:

- Matching students with quality alternatives to college •
- Identifying options for a variety of students
- Postsecondary programs such as certificate and job or career development programs
- Helping students succeed in their chosen programs

Jan. 28, 2019

Nov.6 2018

Dec. 4, 2018

Oct. 30, 2018

17

Jan. 28, 2019

Education Chancellor Richard A. Carranza





INVESTING IN PEOPLE, STRENGTHENING COMMUNITY