

# Goddard Riverside

INVESTING IN PEOPLE, STRENGTHENING COMMUNITY

OPTIONS INSTITUTE

## 2020-21 Virtual Course Catalog

Greetings,

Businesses and schools across the city and the country have had to adjust to a new normal with the emergence of the COVID-19 pandemic. As you can see from the title of our catalog, so have we.

While we look forward to being able to return to in-person workshops in the future, for now all our trainings have gone virtual. No matter your role around college access and success, the Institute stands ready to support your learning. As we work in a fluctuating workplace, professional development is more important than ever. Our virtual courses will offer valuable up to date information for people advising students on their way to college.

Workshops will run from 10:00 a.m. to 1:00 p.m. unless otherwise noted. The link to the virtual workshop will be sent the day before the session. You **must be registered** to receive the link and be admitted into the session.

To get the most value from the training, we will occasionally ask that you do some pre-work before the session. This will usually involve reading an article or coming prepared with a case study to share. For the sessions that have workbooks our intent is to send a hard copy to your home or work site. This will only happen if you register early (at least 2 weeks before the workshop) and give complete contact information.

Where do you start?

Not a member? Click [here](#)

Already a member? Click [here](#)

We look forward to “seeing” you in an upcoming virtual workshop.

Best,

The Options Institute



# About Options

## Options at Goddard Riverside

Goddard Riverside is a well-established social service agency on the Upper West Side of Manhattan. Goddard's 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 NYC 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.

## Why train with the Institute?

During the last 15 years, our mission has been to increase the number of underrepresented young people who gain access to college and earn quality post-secondary degrees. We help realize that mission by empowering professionals with the knowledge and skills they need to be effectual College Access and Success counselors. We accomplish this by training 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, leading to measurable results in their on-the-job performance. Since our inception, the Options Institute is proud to have served over 7,000 participants in the New York City area as well as Chicago and Puerto Rico.

# What Participants Are Saying...

"The facilitators are clearly very kind and open-hearted people, and I really appreciated their humor and obvious love for their jobs and our students."

"Overall, it was a lot of food for thought. There is a huge shift in how we view postsecondary education. In this day and age, partnerships, internships and collaborative efforts are crucial elements for students of color to achieve post secondary success. Looking forward to the next session."

"As a grad school student who missed out on a lot from my first 100 hours of internship at a HS because of COVID, this workshop has been so informative."

"The resources provided in the workbook, and the information given during the webinar, have expanded my knowledge of multiple post-secondary pathways in NYC. My experience with college counseling has been in Boston, so this webinar was a great introduction for me to the post-secondary landscape in NYC."

"The collaboration with other professionals and access to resources was extremely helpful for some of the initiatives my colleagues and I are working on. Feeling connected to a greater network is very encouraging and motivating."



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# Join the Options Institute Community!

## IN TWO EASY STEPS!



### 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

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

# Options Institute Membership

## Welcome to our website!

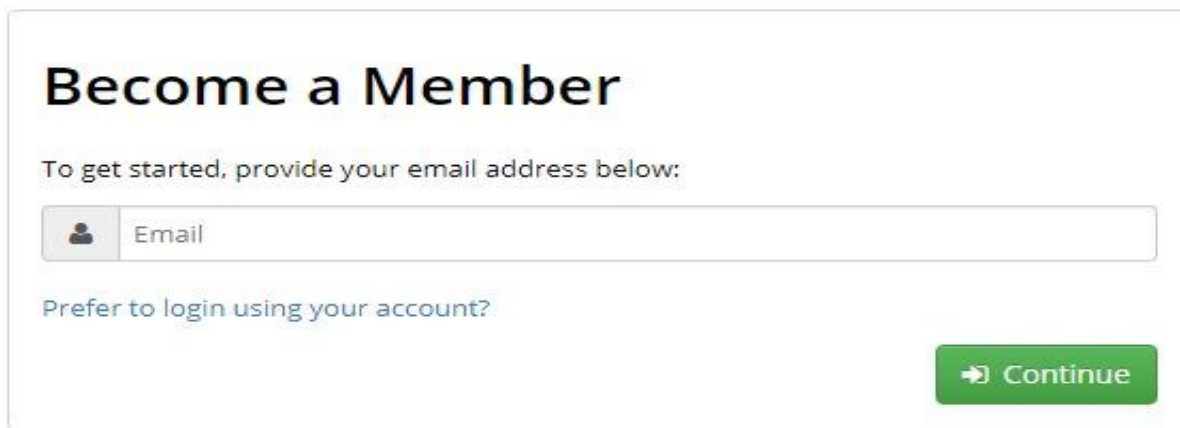
The Options Institute portal is necessary for all class registration and communication. We want you to make use of all the tools available to you! Below are instructions to help you get your account started.

## Sign –up at:

[bit.ly/2X6HVEP](https://bit.ly/2X6HVEP)

Follow prompts.

All participants must read and agree to the Code of Conduct for the Options Institute portal.

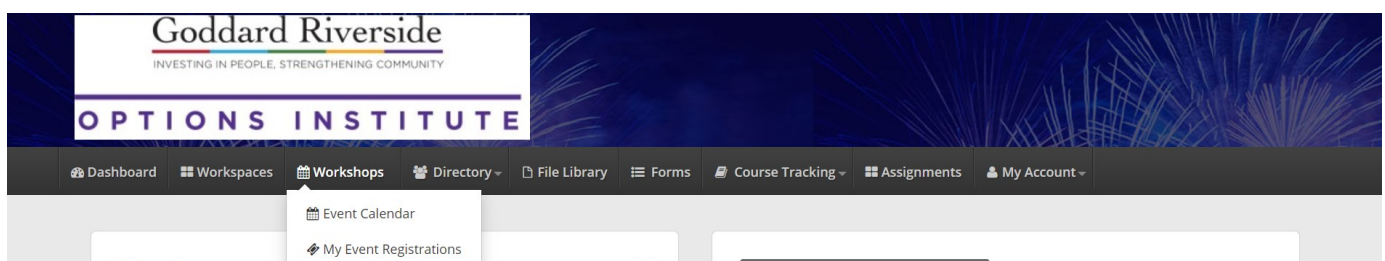


The screenshot shows a web form titled "Become a Member". Below the title, it says "To get started, provide your email address below:". There is a text input field with a person icon on the left and the placeholder text "Email". Below the input field, it says "Prefer to login using your account?". At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

Once completed, you are finished! You should receive a submission email. If you do not receive the email check your junk mail or spam folder.

## Events

You can find our events calendar on your homepage under workshops > Event Calendar (see *picture below*). This is how you can also register for upcoming events.



# Fall Semester 2020 at a Glance

Course Title	Date(s)	Page
<b>October</b>		
Financial Aid Application Process	October 8	<a href="#"><u>11</u></a>
Financial Aid Refresher	October 15	<a href="#"><u>11</u></a>
Financial Aid Application Process	October 22	<a href="#"><u>11</u></a>
Counseling Series	October 28	<a href="#"><u>12</u></a>
<b>November</b>		
Counseling Series	November 4	<a href="#"><u>12</u></a>
Counseling Series	November 11	<a href="#"><u>12</u></a>
Assessing Postsecondary Readiness	November 12	<a href="#"><u>10</u></a>
Counseling Series	November 18	<a href="#"><u>12</u></a>
Success Counseling: Setting the Framework for Success	November 19	<a href="#"><u>13</u></a>
<b>December</b>		
Immigrant Students and the College Process	December 1 & 2	<a href="#"><u>14</u></a>
Student Choice through the Lens of Career	December 3	<a href="#"><u>10</u></a>
Assessing Postsecondary Readiness	December 9	<a href="#"><u>10</u></a>
Success Counseling: Don't Miss Your Transfer	December 17	<a href="#"><u>13</u></a>

**Don't be disappointed!**

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



# Spring Semester 2021 at a Glance

Course Title	Date(s)	Page
<b>January</b>		
Researching and Evaluating Students' Postsecondary Choices	January 7	<a href="#"><u>10</u></a>
Student Choice Through the Lens of Career	January 13	<a href="#"><u>10</u></a>
Success Counseling: Unpacking Financial Aid for College Students	January 19 & 21	<a href="#"><u>13</u></a>
Beyond Basics: Cultural Responsiveness	January 26 & 28	<a href="#"><u>18</u></a>
Strong Applications	January 28	<a href="#"><u>10</u></a>
<b>February</b>		
Students with Disabilities	TBD	<a href="#"><u>14</u></a>
Financial Aid: Packages, Loans and Gap	February 18	<a href="#"><u>11</u></a>
Beyond Basics: Trauma Informed Counseling	February 23 & 25	<a href="#"><u>18</u></a>
Strong Applications	February 24	<a href="#"><u>10</u></a>
<b>March</b>		
Beyond Basics: Let's Talk Race	March 18 & 25	<a href="#"><u>18</u></a>
Financial Aid: Packages, Loans and Gap	March 17	<a href="#"><u>11</u></a>
<b>April</b>		
Counseling Series	April 1	<a href="#"><u>12</u></a>
Beyond Basics: Real Talk	April 6 & 8	<a href="#"><u>18</u></a>
Counseling Series	April 8	<a href="#"><u>12</u></a>
Counseling Series	April 15	<a href="#"><u>12</u></a>
Counseling Series	April 22	<a href="#"><u>12</u></a>
<b>May</b>		
Success Counseling: The First 21 Days and Beyond	May 6	<a href="#"><u>13</u></a>

**FOUNDATIONS EARLY BIRD**

**SPECIAL!**

Register by October 2nd

Cost: ~~\$1,150~~ **\$950**

# Good Fit Colleges

## 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.

Key topics include:

- Examining college and career going culture
- Assessing the whole student through diplomas, transcripts, test scores, and finances

**Thursday, November 12, 2020 (\$150)**

**Wednesday, December 9, 2020 (\$150)**

## 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 3, 2020 (\$150)**

**Wednesday, January 13, 2021 (\$150)**

## 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:

- NYS Opportunity programs
- Matching students to quality programs
- Supporting students to have balanced lists of good-fit postsecondary options

**Thursday, January 7, 2021 (\$150)**

**Wednesday, February 3, 2021 (\$150)**

# Applications and Admissions

## 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

**Thursday, January 28, 2021 (\$150)**

**Tuesday, February 24, 2021 (\$150)**

# Financial Aid Counseling

## 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
- 5 critical questions in Financial Aid assessment - if you can answer these, you can answer any question
- FAFSA & TAP application details and tips

**Thursday, October 8, 2020 (\$150)**

**Thursday, October 22, 2020 (\$150)**

## Financial Aid Refresher & Updates

Stay current! Learn what has and hasn't changed with the FAFSA.

Key topics include:

- Updates on the 2021-2022 financial aid applications & process
- Complicated student situations to explore in roundtable discussion with colleagues

*Prerequisite: Financial Aid Applications*

**Thursday, October 15, 2020 (\$150)**

## Unpacking Financial Aid for College Students

Build on your basic financial aid knowledge by delving deep into what it takes to keep financial aid once students are in college.

Key topics include:

- Complexity of NYS TAP
- Why students lose FA

**Tuesday & Thursday, January 19 & 21, 2020 (\$150)**

## 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

**Thursday, February 18, 2021 (\$150)**

**Wednesday, March 17, 2021 (\$150)**



## Counseling Series (\$350)

The Counseling Series sessions 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.

Key topics covered throughout the workshops are:

- Theoretical and practical underpinnings of strong college access programs
- Determining if programs follow youth development best practice including aspects of resources, space and processes
- Identifying tools and opportunities to strengthen college access programs
- Effective communication skills
- Mock college counseling sessions with feedback from peers

### **Prerequisite:**

**You must have completed all six (6) Core Content sessions to register for the Counseling Series.**



Series A (Wednesdays)	Series B (Thursdays)
October 28	April 1
November 4	April 8
November 11	April 15
November 18	April 22

# Success Counseling



College success counseling has become a fundamental necessity in the college landscape today. Students face many challenges in persisting through and to a college degree. Yet, there is little organized training for professionals around understanding this landscape and how to best help our students navigate it. These workshops will help prepare counselors to offer effective success or persistence counseling.

## Setting the Framework for Success

Explore the essentials of College Success by reviewing the origins and importance of the work and current best practices.

**Thursday, November 19, 2020 (\$150)**

## Unpacking Financial Aid for College Students

Help your students plan for transfer from day 1 by using all of the tools in our toolbox. Review what's out there and what you need to create.

**Tuesday & Thursday, January 19 & 21, 2020 (\$150)**

## Don't Miss Your Transfer

Help your students plan for transfer from day 1 by using all of the tools in our toolbox. Review what's out there and what you need to create.

**Thursday, December 17, 2020 (\$150)**

## The First 21 Days and Beyond

Get it out on the table! Talk through what can go wrong in freshman year and how to help your students make it through.

**Thursday, May 6, 2021 (\$150)**



# Specific Populations

## 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*

**Tuesday & Wednesday, December 1 & 2, 2020 (\$150)**

## 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

**TBD (\$150)**

*Note: If interested in this workshop please email*

[optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org)



### The Foundation 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 Counseling Series focuses 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.

### 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.

### Certificate Requirements

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

### The Cost

The maximum cost for the Foundation Course is \$1,150. 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 [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### Registration

Please register for the Foundation Course by October 2, 2020. Register online at:

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

**FOUNDATIONS EARLY BIRD**

**SPECIAL!**

Register by October 2nd

Cost: ~~\$1,150~~ **\$950**



## Foundation Course for College Access Counseling—Certificate Course

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

Financial Aid Application Process (Pg. 11)	Dates	Oct 8 or Oct 22
Assessing Postsecondary Readiness (Pg. 10)		Nov 12 or Dec 9
Student Choice through the Lens of Career (Pg. 10)		Dec 3 or Jan 13
Researching and Evaluating Students Postsecondary Choices (Pg. 10)		Jan 7 or Feb 3
Strong College Applications (Pg. 10)		Jan 28 or Feb 24
Financial Aid Packages, Loans and Gap (Pg. 11)		Feb 18 or March 17

#### Portfolio Assignments

The assignments are due on March 26, 2021

#### Counseling Series

Counseling Series (Participants must commit to all the dates in **one** series. See pg. [12](#) for details)

Fall	Spring
Series A	Series B
Oct 28	April 1
Nov 4	April 8
Nov 11	April 15
Nov 18	April 22

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

All workshops are 10 am to 1 pm. These workshops will be held virtually.

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

To register for the Foundation Series, enroll for all classes in the “Foundations Course Core Workshops”



## 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 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 can be purchased individually or as a bundle.

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

Contact the Options Institute at [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 from the same organization are eligible for a discount. See chart.

Participant	Cost Per Person
1st Person	\$1,150
2nd Person	\$950
3rd Person+	\$750

### **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.

**(These workshops are presented in two parts)**

#### **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 & Thursday, January 26 & 28, 2021**

#### **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 and Thursday, February 23 & 25, 2021**

#### **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.

**Thursdays, March 18 & 25, 2021**

#### **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 & Thursday, April 6 & 8, 2021**



## Beyond Basics Advanced Counseling —Certificate Course

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

Cultural Responsiveness in College Counseling  
Trauma Informed Counseling  
Let's Talk Race  
Real Talk

#### Dates

January 26 & 28  
February 23 & 25  
March 18 & 25  
April 6 & 8

#### Assignments

Projects as assigned.

### BEYOND BASICS FREQUENTLY ASKED QUESTIONS

#### Who should attend this series?

The series 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 engage in networking conversations throughout the series .

#### Are there any discounts?

There is a discount for registering for **ALL FOUR** workshops.

#### How do I register for the series?

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

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

Contact the Options Institute at [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org).

### BEYOND BASICS SERIES SPECIAL!

Register for the “Beyond  
Basics Series” and pay...

Cost: ~~\$600~~ **\$450**

# 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](https://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 Cards**

## Payment by check:

To pay with check, sign into your Options Institute Portal at [optionsinstitute.member365.com](https://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) 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. In those instances participants will receive full refunds for the workshop, or credit to apply to another workshop.

## For more information contact us:

E-mail: [Optionsinstitute@goddard.org](mailto:Optionsinstitute@goddard.org)

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

# Discounts

## FOUNDATIONS EARLY BIRD

### SPECIAL!

Register by October 2nd

Cost: ~~\$1,150~~ **\$950**

## BEYOND BASICS SERIES

### SPECIAL!

Register for the “Beyond  
Basics Series” and pay...

Cost: ~~\$600~~ **\$450**

# Other Professional Development Services

## Customization

Interested in custom team training? Email us at [Optionsinstitute@goddard.org](mailto:Optionsinstitute@goddard.org), with your organization's name, a contact phone number and your training goals. We will work with you to craft the best training for your team.

## Site Visits and Consultation

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

Email us at [Optionsinstitute@goddard.org](mailto:Optionsinstitute@goddard.org) 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.](#)



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