

# Goddard Riverside

INVESTING IN PEOPLE, STRENGTHENING COMMUNITY

OPTIONS INSTITUTE

## 2021-22 Virtual Course Catalog

Greetings,

Whether you are fully remote or spending some or all your work time in-person, we welcome you back to the new school year.

While we look forward to being able to return to in-person workshops soon, for now our trainings remain virtual.

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 can only happen if you register early (at least 2 weeks before the workshop) and give complete contact information.

This year we will begin most of our workshops by identifying the competencies (skills, knowledge and behaviors) addressed in the day. Several years ago, we began to dig into the capabilities and practices embedded in our training topics and approaches to answer the question: What are the competencies of a “high performing postsecondary counselor”? The result was the identification of 19 competencies and over 60 practices that exemplify aspirations for our collective work in supporting postsecondary pathways for young people. We trust you will review these competencies and self-evaluate how well you perform the various practices.

Thank you for all you do to support your students in pursuing their postsecondary passions. Their future remains bright because of the work you do and your commitment to your own lifelong learning.

Please peruse the following fall schedule, register for a workshop that interests you, and feel free to share the catalog with a friend or colleague.

Not a member of Member365? Click [here](#)

Already have a Member365 account? Click [here](#)

We look forward to having you in an upcoming virtual workshop.

Best,

The Options Institute



Connect with us online!



# 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?

For more than 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 9,000 participants in the New York City area as well as Chicago, Puerto Rico and Portland, Oregon.

# What Participants Are Saying...

"This was the first time I finally got to learn more information about Opportunity Programs and how they work. From my experience, schools handed brochures or the term was thrown around a lot by word of mouth, but no one really knew how to apply for it and most just went with regular CUNY admissions and assumed the finances would still work out because they would get a lot of need-based aid. But now, I actually know more this opportunity and know next steps I can take for students who might be interested/qualify/should know about."

"I definitely learned a lot more about the CUNY and SUNY schools available, especially the Opportunity Programs mentioned. Before, I was only familiar with certain more popular CUNY/SUNY schools, but now I've learned how to incorporate more schools and community colleges and Opportunity Programs - which were more relevant with the student population that I work with at my organization."

"All of the hands on activities were helpful and informative. I appreciate all the stats, links, and will definitely use the strategy session worksheet in the future."

"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."

"...I came from an educational background where a lot of the focus was on the technical/logistical stuff of the college application process. But this class session dived deeper into the more complicated issues and how one would approach students who don't fit into the typical academic student that the college application process might ask for."



# Table of Contents

<b>What Participants are Saying.....</b>	<b><a href="#">4</a></b>
<b>Join the Options Institute Community.....</b>	<b><a href="#">6</a></b>
<b>Options Institute Membership.....</b>	<b><a href="#">7</a></b>
<b>Seminars at a Glance.....</b>	<b><a href="#">8</a></b>
<b>Seminar Descriptions.....</b>	<b><a href="#">10</a></b>
Good Fit Colleges.....	<a href="#">10</a>
Applications & Admissions.....	<a href="#">10</a>
Financial Aid Counseling.....	<a href="#">12</a>
Counseling Series.....	<a href="#">13</a>
Success Counseling.....	<a href="#">14</a>
Specific Populations.....	<a href="#">15</a>
<b>Foundation Course for College Access Counseling (Certification Track).</b>	<b><a href="#">16</a></b>
<b>Beyond Basics Counseling Course .....</b>	<b><a href="#">19</a></b>
<b>Payment Information.....</b>	<b><a href="#">21</a></b>
<b>Other Professional Development Services .....</b>	<b><a href="#">22</a></b>
<b>Location.....</b>	<b><a href="#">23</a></b>

# 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 or having 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:


<https://bit.ly/OptionsSignUp>

Follow prompts.

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

## Become a Member

To get started, provide your email address below:



Prefer to login using your account?

➔ 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.

# Fall Semester 2021 at a Glance

Course Title	Date(s)	Page
<b>October</b>		
Financial Aid Application Process	October 7	<a href="#"><u>12</u></a>
Financial Aid Refresher	October 14	<a href="#"><u>12</u></a>
Supporting Students to Write Essays	October 19 & 21	<a href="#"><u>11</u></a>
Supporting Your Immigrant Students and Their Families to Realize the College Dream	October 26	<a href="#"><u>15</u></a>
<b>November</b>		
Assessing Postsecondary Readiness	November 4	<a href="#"><u>10</u></a>
Writing Compelling Recommendations	November 9	<a href="#"><u>11</u></a>
Success Counseling: Setting the Framework for Success	November 17	<a href="#"><u>14</u></a>
<b>December</b>		
Student Choice through the Lens of Career	December 2	<a href="#"><u>10</u></a>
Success Counseling: Don't Miss Your Transfer	December 15	<a href="#"><u>14</u></a>

## FOUNDATIONS EARLY BIRD SPECIAL!

Register by Friday, October 1st

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

## Don't be disappointed!

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



# Spring Semester 2022 at a Glance

Course Title	Date(s)	Page
<b>January</b>		
Researching and Evaluating Students' Postsecondary Choices	January 6	<a href="#"><u>10</u></a>
Success Counseling: Unpacking Financial Aid for College Students	January 11 & 12	<a href="#"><u>14</u></a>
Assessing Postsecondary Readiness	January 25	<a href="#"><u>10</u></a>
<b>February</b>		
Strong College Applications	February 3	<a href="#"><u>10</u></a>
Beyond Basics: Cultural Responsiveness in College Counseling	February 8	<a href="#"><u>19</u></a>
Student's Choice Through the Lens of Career	February 15	<a href="#"><u>10</u></a>
<b>March</b>		
Financial Aid: Packages, Loans and Gap	March 3	<a href="#"><u>12</u></a>
Researching and Evaluating Student's Choice	March 8	<a href="#"><u>10</u></a>
Beyond Basics: Trauma Informed Awareness 101	March 15	<a href="#"><u>19</u></a>
Strong College Applications	March 29	<a href="#"><u>10</u></a>
<b>April</b>		
Beyond Basics: Let's Talk Race	April 5	<a href="#"><u>19</u></a>
Financial Aid Process	April 12	<a href="#"><u>12</u></a>
<b>May</b>		
Financial Aid: Packages, Loans and Gap	May 3	<a href="#"><u>12</u></a>
Beyond Basics: Real Talk	May 10	<a href="#"><u>19</u></a>
Counseling Series	May 17, 24, 31 and June 7	<a href="#"><u>13</u></a>
Success Counseling: First 21 Days and Beyond	May 18	<a href="#"><u>14</u></a>

# Good Fit Colleges

## Assessing Postsecondary Readiness

To better assist students with their postsecondary goals, whether college or career, effective college advisors should consider their school or program's readiness culture and be able to assess students' backgrounds -- grades, test scores, finances, family situations etc. -- for the best postsecondary option.

Key topics include:

- Skills, Knowledge and Attitudes students need to assess and succeed in college
- Defining a readiness culture
- Identifying first steps necessary for student assessment

**Thursday, November 4, 2021 (\$150)**

**Tuesday, January 25, 2022 (\$150)**

## Student Choice Through the Lens of Career

One key skill of an effective college advisor is helping students find post-secondary opportunities that meet their interests by exposing students to multiple postsecondary pathways and encouraging students to explore viable careers.

Key topics include:

- Career Development Theory
- Postsecondary Education Landscape
- Labor Market Trends

**Thursday, December 2, 2021 (\$150)**

**Tuesday, February 15 2022 (\$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 Support programs
- Proprietary schools
- Criteria of a well-balanced list for good-fit postsecondary options

**Thursday, January 6, 2022 (\$150)**

**Tuesday, March 8, 2022 (\$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, February 3, 2022 (\$150)**

**Tuesday, March 29, 2022 (\$150)**



# Applications and Admissions

## Electrified Essays: Empowering Students to Tell Their Stories Part I

Led by staff from Story2 you will learn the art of storytelling through their Moments Method® -- a methodology to help students identify meaningful events in their lives that can be used to write their personal statement.

Topics include:

- Identifying the characteristics of a strong, story-based essay
- How to use the Moments Method®
- Ways to use the Moments Method® to support students in writing their personal statements

## Electrified Essays: Empowering Students to Tell Their Stories Part II

Getting the student to put their personal story on paper is step one. Helping them to refine and edit their work is the next most important thing in supporting students to write effective essays. Story 2 continues the discussion from day 1 by instructing participants on how to provide question-based feedback to students.

Topics include:

- Identifying priorities for improvement in students' college essays
- Using question-based feedback to provide non-judgmental assessments of students' work

**Tuesday and Thursday October 19 & 21, 2021 (\$150)**



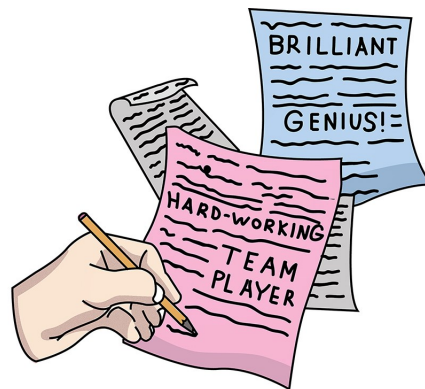
## Telling the Student's Story: Writing Powerful Letters of Recommendation

Led by staff from Story2 you will learn how to write strong and compelling student recommendations using storytelling and the Moments Method®

Topics include:

- Purpose of a recommendation letter
- Recognizing characteristics of effective recommendation letters
- Trouble shooting difficult issues related to writing recommendation letters

**Tuesday November 9, 2021 (\$150)**



# Financial Aid Counseling

## Financial Aid Application Process

Financial Aid Application counseling can be the most intimidating of the critical skills required of college advisors. Yet, our students must be able to navigate the financial aid process and complete the FAFSA to successfully apply to college. An Options Institute keystone workshop, your comfort level with FAFSA will be forever changed.

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 7, 2021 (\$150)**

**Tuesday, April 12, 2022 (\$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 14, 2021 (\$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 Financial Aid

**Tuesday, January 11, 2022 &**

**Wednesday, January 12, 2022 (\$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, March 3, 2022 (\$150)**

**Tuesday, May 3, 2022 (\$150)**



## **Counseling Series (\$350)**

The Counseling Series sessions focus on building positive relationships with young people through strong communication skills, useful observation, effective feedback and unconditional positive regard.

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
- 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.**

<b>Spring Cohort (Tuesdays)</b>
May 17
May 24
May 31
June 7



# 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 understand this landscape and how to best help our students navigate it. These workshops will help prepare counselors to offer effective success and persistence counseling.

## Setting the Framework for Success

- Success isn't a new idea. By some accounts, they've been studying retention since the 1930s. Explore the fundamentals of college success through these topics:
- Setting students up for success
- Terminology and Jargon – yes, even higher ed terminology can trip students up
- Success program models – how does your organization stack up?
- Unseen barriers -- food and housing insecurity, re-mediation

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

## Don't Miss Your Transfer

In evidently and for many reasons, students change their minds about their original college choice. So, the transfer process may become a front and center priority for you. Let's talk about how we make transfers seamless. Topics include:

- Why transfer?
- Types of transfers (e.g., 4yr to 4yr, 2yr to 2yr, reverse transfer)
- What you need to **know** about your students -- recalling your Access Skills
- Identifying colleges

**Wednesday, December 15, 2021 (\$150)**

## Unpacking Financial Aid for College Students

Financial Aid is as important during college as it was to access college. And **maintaining** aid may even be more complicated than attaining the initial FA package. Build on your basic FA knowledge while exploring what it takes to keep FA while students are in college. Topics in this workshop include:

- Understanding how to assess a student's financial readiness for college
- Requirements to maintain sources of aid (Pell, TAP, etc.)
- Supporting students to restore their eligibility for federal and state aid if lost

**Tuesday & Wednesday, January 11 & 12, 2022 (\$150)**

## The First 21 Days and Beyond

30% of students drop out by the end of their first year of college – many within the first 21 days.

Consider the issues encountered by students in their freshman year and find solutions to support them to make it through. Topics include:

- Summer Melt
- Indicators and milestones for Success –freshman fall and spring semesters
- Academic Campus Supports, Support Programs, & Electronic Resources
- Managing a caseload –balancing student and counselor responsibilities

**Wednesday, May 18, 2022 (\$150)**



# Specific Populations

## Supporting Your Immigrant Students and Their Families to Realize the College Dream

If the path to college is complicated for our US citizen students, is it even more complex for our undocumented students and students with undocumented parents when 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 of all categories – undocumented, permanent residents, refugees and asylees -- through the college application and financial aid processes.

Key topics include:

- Identifying and understanding 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, October 26, 2021 (\$150)**



## Encouraging Students with Disabilities through the College Process

Are you searching for the single right answer about how to act with people with disabilities? Do you understand the diversity of disabilities and the diversity of people who share a particular disability? Do you assume that people with disabilities do not know what is best for themselves?

Learn how to best support your students with disabilities when it comes to applying to college. Understand different college policies and supports, general resources for students and their families, and the laws protecting students with disabilities.

Key topics include:

- Attitudinal barriers – bias and disability
  - Special Education and Disability — the law
  - Supporting college selection and applications
- TBD (\$150)**

*Note: If interested in this workshop please email [optionsinstitute@goddard.org](mailto:optionsinstitute@goddard.org)*



## Foundation Course for College Access Counseling—Certificate Course

### The Foundation Course

New to the college advising world? Then the Foundations Course will cover all the information you need to know. Been doing college access work for a while? Use the Foundations Course as a refresher to sharpen your skills.

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 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.

### Certificate Requirement

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 \$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 Friday, October 1, 2021 to receive the Early Bird Special Price. Register online at:

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

### 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.



## Foundation Course for College Access Counseling—Certificate Course

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

#### Dates

Financial Aid Application Process (Pg. 11)	Oct 7 or April 12
Assessing Postsecondary Readiness (Pg. 10)	Nov 4 or Jan 25
Student Choice through the Lens of Career (Pg. 10)	Dec 2 or Feb 15
Researching and Evaluating Students Postsecondary Choices (Pg. 10)	Jan 6 or March 8
Strong College Applications (Pg. 10)	Feb 3 or March 29
Financial Aid Packages, Loans and Gap (Pg. 11)	March 3 or May 3

#### Portfolio Assignments

The assignments are due on March 26, 2022

#### Counseling Series

#### Spring Cohort

May 17  
May 24  
May 31  
June 7

**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 core content seminars 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 improving 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 does the history of race in the United States effect your students’ success? 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 will be presented in person-if possible)**

#### 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 February 8, 2022 (\$150)**

#### Trauma Informed Awareness 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 March 15, 2022 (\$150)**

#### 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.

**Tuesday April 5, 2022 (\$150)**

#### 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 10, 2022 (\$150)**



## Beyond Basics Advanced Counseling

### SCHEDULE AND REQUIREMENTS—AT A GLANCE

#### Core Content Seminars

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

#### Dates

February 8  
March 15  
April 5  
May 10

#### 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 Purchase order/check:

To pay with a purchase order/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.

Our vendor number for Purchase Orders is:  
131893908 01

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 1st

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:

B or C train	110th Street Cathedral Parkway
1 train	110th Street — 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.](#)



**Connect with us online!**



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