

# Goddard Riverside

INVESTING IN PEOPLE, STRENGTHENING COMMUNITY

**OPTIONS INSTITUTE**

## **2023-24**

## **Course Catalog**

# About Options

## Options at Goddard Riverside

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

## Options College Counseling

The Access program supports New York City students through the whole college access process, from identifying postsecondary options to choosing an academic and financial good-fit. Over 250 high school juniors, seniors, and young adults are served yearly.

Through the Success program students receive one-to-one advising through college graduation. Services include counseling on and off campus, college supplies, grants to pay for textbooks, and transportation aid 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 needed to help young people through the college process and the fundamental counseling skills and youth development approaches crucial to working with students.

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

## Options Institute's Approach

All Options Institute facilitators are also college counselors who bring their own first-hand 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 course with helpful resources to take their learning beyond the workshop. 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.

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# What Participants Are Saying...

"The Institute trainings are so educational, so fun! You learn so much and have twice the amount of fun working with others. A lot of material explained and resources that come along with the workbooks help a lot in understanding where one could start looking for these programs."

"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."

"Would definitely recommend and plan on recommending to people in my network. I also plan on following up about the counseling class. This is a way to learn a lot in a fun way"

"Prior to this session I did not realize that there were admissions profiles conveniently available for SUNY and CUNY schools. In the future I will use these to help youth review what programs they may be able to get into."

"I learned about different resources for different types of communities. I also learned how to determine what you need to learn about your student to best support them. Finally, I learned how to read transcripts and factor them into making decisions on how to help students."



# 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 2023 at a Glance

Course Title	Date(s)	Page
<b>October</b>		
Assessing Postsecondary Readiness	October 19	<a href="#"><u>11</u></a>
Immigrant Students and the College Process	October 24	<a href="#"><u>13</u></a>
<b>November</b>		
Student Choice through the Lens of Career	November 2	<a href="#"><u>11</u></a>
<b>December</b>		
Assessing Postsecondary Readiness	December 5	<a href="#"><u>10</u></a>
Student Choice through the Lens of Career	December 7	<a href="#"><u>10</u></a>

All workshops will be from 10 am to 2 pm at the Options Institute Office , unless noted otherwise

## FOUNDATIONS EARLY BIRD SPECIAL!

Register by Friday,  
September 29th

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 2024 at a Glance

Course Title	Date(s)	Page
<b>January</b>		
Student's Choice through the Lens of Career	January 9	<a href="#"><u>10</u></a>
Financial Aid Application Process	January 11	<a href="#"><u>11</u></a>
Financial Aid Application Process	January 30	<a href="#"><u>11</u></a>
<b>February</b>		
Strong College Application	February 8	<a href="#"><u>10</u></a>
Beyond Basics: Trauma Informed Awareness 101	February 15	<a href="#"><u>16</u></a>
Researching and Evaluating Students' Postsecondary Choices	February 27	<a href="#"><u>10</u></a>
<b>March</b>		
Financial Aid: Packages, Loans & Gap	March 7	<a href="#"><u>10</u></a>
Strong College Applications	March 19	<a href="#"><u>10</u></a>
Beyond Basics: Let's Talk Race	March 21	<a href="#"><u>17</u></a>
<b>April</b>		
Counseling Series: Youth Development in College Access	April 4	<a href="#"><u>11</u></a>
Financial Aid: Packages, Loans & Gap	April 9	<a href="#"><u>11</u></a>
Counseling Series: College Access Counseling Skills	April 11	<a href="#"><u>12</u></a>
Counseling Series: Common Counseling Challenges Practicum & Culmination	April 18	<a href="#"><u>12</u></a>
Beyond Basics: Cultural Responsiveness in College Counseling	April 18	<a href="#"><u>17</u></a>

**All workshops will be from 10 am to 2 pm at the Options Institute Office, unless noted otherwise**



# Spring Semester 2024 at a Glance (Cont'd)

Course Title	Date(s)	Page
<b>May</b>		
Counseling Series: Youth Development in College Access	May 7	<a href="#"><u>12</u></a>
Counseling Series: College Access Counseling Skills	May 14	<a href="#"><u>12</u></a>
Beyond Basics: Real Talk	May 16	<a href="#"><u>17</u></a>
Counseling Series: Common Counseling Challenges Practicum & Culmination	May 21	<a href="#"><u>12</u></a>

**All workshops will be from 10 am to 2 pm at the Options Institute Office, unless noted otherwise**

# 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, October 19, 2023 (\$150)**

**Tuesday, December 5, 2023 (\$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, November 2, 2023 (\$150)**

**Tuesday, January 9, 2024 (\$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, December 7, 2023 (\$150)**

**Tuesday, February 27, 2024 (\$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 8, 2024 (\$150)**

**Tuesday, March 19, 2024 (\$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, January 11, 2024 (\$150)**

**Tuesday, January 30, 2024 (\$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 7, 2024 (\$150)**

**Tuesday, April 9, 2024 (\$150)**



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

### **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.

#### **Youth Development in College Access**

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

**Thursday, April 4, 2024**

**Tuesday, May 7, 2024**

#### **College Access Counseling Skills**

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

**Thursday, April 11, 2024**

**Tuesday, May 14, 2024**

#### **Common Counseling Challenges Practicum & Culmination**

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

In closing, we will reflect on what was learned over the Foundation Course and Counseling Series and award certificates.

**Thursday, April 18, 2024**

**Tuesday, May 21, 2024**



#### **Prerequisite:**

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

# 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, October 24, 2023 (\$150)**



## 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 \$1,250. 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, September 29, 2023 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

Assessing Postsecondary Readiness (Pg. 10)	Oct 19 & Dec 5
Student Choice through the Lens of Career (Pg. 10)	Nov 2 & Jan 9
Researching and Evaluating Students Postsecondary Choices (Pg. 10)	Dec 7 & Feb 27
Strong College Applications (Pg. 10)	Feb 8 & Mar 19
Financial Aid Application Process (Pg. 11)	Jan 11 & Jan 30
Financial Aid Packages, Loans and Gap (Pg. 11)	March 7 & April 9

#### Portfolio Assignments

The assignments are due on March 8, 2023

#### Counseling Series

#### Spring Cohorts

Youth Development in College Access	April 4 or May 7
College Access Counseling Skills	April 11 or May 14
Common Counseling Challenges Practicum & Culmination	April 18 & May 21

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

*These workshops will be held **IN PERSON**.*

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 Series”

## 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.

#### Cultural Responsiveness in College Counseling

This session will look at bias in education and the ways identities and privilege intersect. Through activities and assessments participants will have the opportunity to reflect on their personal and programmatic commitments to a more inclusive and equitable workplace for staff, students, and students’ families. Participants will discover how to develop their cultural competence and bring their genuine self to their work with students

**Thursday, April 23, 2024 (\$150)**

#### Trauma Informed Awareness 101

In recent years trauma has become a popular (and necessary) discussion. Trauma responsiveness and trauma informed care practices are becoming common in hospitals, schools and other places of care. This Trauma Awareness training is designed to help counselors and educators understand the traumas their student experience and recognize signs of PTSD or C-PTSD their students may be exhibiting. We will examine the roles educators can play as witnesses, as perpetrators and as healers and design strategies to support students as well as staff.

**Thursday, February 15, 2024 (\$150)**

#### Let’s Talk Race

"Let’s Talk Race" is an immersive workshop designed to illuminate the intricate interplay between historical contexts, racial trauma, and bias within the United States. Participants delve into the layers of American history, tracing the roots of systemic racism and its enduring impacts on marginalized communities. Through facilitated discussions and reflective exercises, attendees unpack the deep-seated biases ingrained in societal structures and personal perspectives. By confronting uncomfortable truths and acknowledging the ongoing legacy of racial trauma, this workshop empowers individuals to cultivate empathy, challenge preconceptions, and actively work towards fostering a more equitable and inclusive society.

**Thursday, March 21, 2024 (\$150)**

#### Real Talk

This workshop focuses on how to structure difficult conversations – sensitive, emotionally charged or complex topics -- with students. We will look at what makes conversations difficult and look at methodologies to aid these conversations through practice scenarios.

**Thursday, May 16, 2024 (\$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

January 18  
February 15  
March 14  
April 16

#### 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 September 29th

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.



# 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!**



Goddard Riverside

**OPTIONS INSTITUTE**