GREENWOOD INTERNATIONAL SCHOOL

College & Career Counselling services
Policies and procedures Manual
Contents

Our Vision ...................................................................................................................................................... 3
The Professional College & Career Counselling Program ................................................................. 3
The College & Career Counsellor’s Role: .............................................................................................. 3
Policy on Ethical standards & confidentiality ......................................................................................... 3
Policy on Counselling Services Hours of Operation ............................................................................. 4
Policy on the documentation of the services and files .......................................................................... 4
College & Career Counsellor’s duties ....................................................................................................... 4
Students’ duties and responsibilities ........................................................................................................ 5
College Application Checklist .................................................................................................................. 7

Useful web links
EMSAT: http://Emsat-uat.moe.gov.ae/emsatportal
NAPO: http://adm.moe.gov.ae
Common Application: www.commonapp.org
Coalition Application: www.coalitionforcollegeaccess.org
SAT: www.collegebord.org
TOEFL: www.ets.org
IELTS: www.ielts.org
Our Vision: to provide a comprehensive college counselling program that addresses students’ academic and college preparation and readiness needs allowing them to become productive global citizens of the world.

Our Mission: to support all students in their academic and career development and to empower them to reach their full potential in preparation for a challenging and changing world.

The Professional College & Career Counselling Program
- The program is comprehensive and focuses on the academic, career and global development.
- Aims at benefiting every student from the program.
- Conducted in collaboration with teachers, administrators and parents to ensure all students’ needs are met.

The College & Career Counsellor’s Role:
- Supports a safe learning environment.
- Helps to create a welcoming school climate.
- Proactively serves as an advocate for students.
- Participates in maximizing student’s achievement as well as career development.
- Collaborates with other key stakeholders to promote student’s achievement and development.
- Addresses the needs of students through the implementation of college and career workshops and counselling sessions.
- Engages in relevant professional development

Policy on Ethical standards & confidentiality
Ethics:
The college counsellor adopts an ethical behaviour to ensure high standards of professionalism, leadership and integrity.
The college counsellor ‘s responsibilities towards students are:
1- Has the primary obligation to treat students with dignity and respect.
2- Is concerned with students ‘academic & career needs and encourages each student’s maximum development.
3- Respects all students’ and parents’ values and beliefs and exercises great care to avoid imposing personal beliefs.

Confidentiality:
The college & career counselling department maintains the confidentiality of its services:
1- Respects students’ right to privacy. Once private information is shared, rules of confidentiality apply.
2- May disclose confidential information only if the student authorizes it.
3- Does not discuss confidential information in public or semi-public areas such as hallways, restrooms, waiting rooms and elevators.
4- Ensures that all students’ written, and electronic records are stored in a secure location and that are not available to those who don’t have authorized access.

Policy on Counselling Services Hours of Operation
Generally, counselling services is open during the first and second breaks from Sunday to Thursday throughout the academic year. Students can walk-in without prior appointments. Appointments are recommended if a student wishes to see the counsellor after school hours.

Policy on the documentation of the services and files
All counselling services provided to students will be documented in student files. Hard copies of such documentation will be placed in the student files as soon as such documentation is available. All hard copy documentation of services and other confidential information will be kept in locked filing cabinets in the Counselling Services’ office.

College & Career Counsellor’s duties
Career development is currently introduced in our school upon our students ‘transition to High School.
What does the Career Counsellor do?

- Consults with teachers, administrators, and parents concerning the academic needs of students.
- Meets students individually and in groups to discuss majors & career opportunities and competencies.
- Provides support to all students to allow for academic success.
- Assists Students from grades 9 to 12 in the course selection process.
- Advises students from grades 9 to 12 in the Planning of their four years of studies.
• Advises new students and parents about the High School curriculum and the graduation requirements.
• Follows up with students to ensure graduation requirements are being met.
• Assists students in their internship placement.
• Keeps records of all students’ college track information, standardized tests and program of studies.
• Provides coaching session for High School students and workshops related to college and work readiness to promote the career development of all students.
• Provides visits to universities and invites universities ‘representatives to the school to present to the students the admission requirements and other pertinent matters related to the students’ life.
• Administers career, interest, and personality assessments.
• Facilitates the exploration of careers and university majors/courses that support careers.
• Provides timely information about the college process.
• Provide students with best fit options for potential colleges.
• Advises on appropriate post-secondary placement for desired career training.
• Advises on the college application processes of specific institutions, and/or countries.
• Consults with parents as necessary.
• Consults with university admissions representatives as necessary.
• Informs students and their parents about standardized tests such as SAT and TOEFL.
• Utilizes the SAT and TOEFL results as part of the university planning process.
• Interprets standardized tests and utilizes the data for planning purposes for students.
• Regularly attends workshops and conferences to remain up-to-date on trends in counselling and university advising.

Students’ duties and responsibilities
• Seniors are expected to attend the college preparation coaching sessions as well as meet individually with their counsellor to discuss future plans. The coaching sessions occur in the first half of the first semester. Seniors must individually meet with their counsellor at least 3 times throughout the fall.
• Students are limited to the number of colleges they can apply to. Students may apply to, at most, ten colleges. Because students can only attend one college, this policy encourages students and their families to evaluate colleges, and to make informed decisions about which colleges will offer the best fit.
• Students are responsible for completing their own college applications.
• Students must have their applications ready to submit at least 2 weeks before the college's official deadline.
• When the students are ready to submit their applications, they must notify their college counsellor. The college counselling office will review the completed application, and will package the transcript, letters of recommendation, and any other required documents. If a student is submitting a paper application, it will be included in these packets. Electronic applications can be submitted via the Internet once the noted packets are ready for submittal. The student is responsible for paying any postage.
• Students should talk with their college counsellor about who they are considering for teachers ‘letters of recommendation.
• Students must notify teachers of their application deadlines. Students must ask teachers for a letter of recommendation at least six (6) weeks in advance of any deadline.
College Application Checklist

- Student has met with their college counselor a minimum of 3 times before their applications are ready to be sent out.
- Student has discussed with their college counselor and parents/guardians their final list of colleges. This list does not exceed 10 colleges.
- Student has fully researched each college's application requirements. They are aware of deadlines, supplements, and standardized testing requirements.
- Student has registered for any fall or winter standardized test (SAT, SAT II, or TOEFL) in a timely manner.
- Student has completed the application at least two weeks before the college's deadline. They have informed their college counselor when they are ready to submit the application and all other documents, again no less than two weeks before the college’s deadline.
- Student has asked teachers for recommendations at least six (6) weeks before their application deadline. They have submitted all necessary forms to their teachers with the request.
- Student has submitted official standardized testing scores to the school before April 30.
- Student has discussed their offers of admission with their college counselor and parents and has weighed their options.

Dissemination of this manual to students & parents

A copy of this manual is available on the school’s website.