

## Cotter Advising Program, 2017-2018

	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
<b>9<sup>th</sup> Grade</b>	<p><u>October 11:</u> First-years will take PSAT 9.</p> <p><u>October 23-November 10:</u> Adviser will hold individual meetings meeting with each 9<sup>th</sup> grader and his/her parent(s) to discuss the advising program, the importance of a 4-year plan and to introduce them to the MCIS, specifically the "Course Planner" and portfolio aspects of it.</p>	<p><u>Early February:</u> Adviser will hold large group meeting with first-year students to have them complete the "Career Cluster Inventory" and to encourage them to update their portfolios on MCIS.</p> <p><u>March 12-April 6:</u> Adviser will hold an individual meeting with each 9<sup>th</sup> grader to: 1. have him/her choose courses for the sophomore year; 2. review/discuss the results of the "Career Cluster Inventory"; and 3. introduce the student to the "Reality Check" tool on MCIS.</p>
<b>10<sup>th</sup> Grade</b>	<p><u>October 11:</u> Sophomores will take the PSAT.</p> <p><u>Mid-October:</u> Adviser will hold large group meeting with sophomores to: 1. review the MCIS and the "Interest Profiler" activity completed last year; 2. complete the "Reality Check" activity on MCIS; and 3. make them aware of the portfolio capabilities of the MCIS.</p>	<p><u>Mid-January:</u> Adviser will hold large group meeting with sophomores to: encourage them to keep their portfolios up-to-date and to have them complete the "Career Cluster Inventory" on MCIS.</p> <p><u>February 19-March 16:</u> Adviser will hold an individual meeting with each sophomore to: 1. have him/her choose courses for the junior year; 2. review/discuss the results of the "Career Cluster Inventory"; and 3. to discuss the student's post-secondary desires/goals.</p>
<b>11<sup>th</sup> Grade</b>	<p><u>Mid-September:</u> Adviser will hold large group meeting with juniors to: 1. introduce them to the SKILLS portion of MCIS; 2. distribute the adviser's "College Continuum" sheet as a general guide to the admissions guidelines of schools of the various "selectivity" levels (document also will be posted on website); and 3. make them aware of the portfolio capabilities of the MCIS.</p> <p><u>October 11:</u> Juniors and adviser will spend the afternoon at Winona State University after juniors have taken the PSAT/NMSQT in the morning.</p>	<p><u>Late January:</u> Adviser will hold large group meeting with juniors to show them the MCIS tools for searching for schools and programs of study and creating a resume and to encourage the students to keep their MCIS portfolios up-to-date.</p> <p><u>February 5-23:</u> Adviser will hold an individual meeting with each junior to: 1. review the student's current post-secondary goals (per MCIS); 2. choose courses for the senior year; 3. review work, if any, on student's resume; and 4. encourage the student to use the MCIS comparison tools to narrow the list of colleges to which s/he will apply in the fall of senior year.</p>
<b>12<sup>th</sup> Grade</b>	<p><u>From beginning of year through end of semester:</u> Adviser is available for one-on-one advising regarding: college selection; help with the application process, including writing college essays; information regarding financial aid and scholarships; etc.</p> <p><u>From beginning of year:</u> Adviser, upon a request from the student, will write recommendation letters and submit needed transcripts and/or test scores.</p> <p><u>Mid-September:</u> Adviser will hold large group meeting with the seniors to introduce the following MCIS usage possibilities: 1. college application tracking; 2. advice on how to pay for college and on the FAFSA; 3. scholarship searches; 4. scholarship application tracking; 5. college searches and/or comparisons; 6. tools for investigating and choosing a program of study.</p> <p><u>Early October:</u> Adviser will distribute to students and post on Cotter website a summary of the information on merit and need-based scholarships available at the schools most often attended by Cotter graduates, as well as the requirements for these scholarships.</p> <p><u>October 11:</u> College Prep Day for seniors (more specific information to come)</p> <p><u>November 13 through December 15:</u> Adviser will hold a scheduled individual meeting with each senior to get an update on post-secondary plans and application process.</p>	<p><u>From beginning of 2<sup>nd</sup> semester through end of year:</u> Adviser is available for one-on-one advising regarding: help with the college application and financial aid application process, including writing college essays; information regarding financial aid and scholarships; etc.</p> <p><u>From beginning of 2<sup>nd</sup> semester through end of year (as necessary):</u> Adviser will continue to write recommendation letters and submit needed transcripts and/or test scores.</p> <p><u>January:</u> Adviser will hold large-group meeting to revisit the specific MCIS tools related to choosing a program of study and to paying for college.</p> <p><u>May-June</u> Adviser will update transcripts and submit final documents to student's chosen school.</p>