

[00:00:00.00]

- Hey, welcome to today's mini session,

[00:00:02.07]

preparing for success
in the college search

[00:00:05.03]

and application process.

[00:00:07.00]

We are so excited to have you
here today to provide you with

[00:00:10.03]

some quick tips about how you
can navigate this process.

[00:00:13.03]

We understand that the
college search and application

[00:00:16.05]

process can bring about
a host of emotions,

[00:00:19.02]

whether you're excited, nervous, anxious,

[00:00:21.09]

maybe a little bit overwhelmed.

[00:00:23.06]

So today we're really hoping
that we can provide you with

[00:00:26.07]

some tips and tricks about how to

[00:00:28.07]

feel better about this process,

[00:00:32.03]

but also be successful as you're
navigating this search and

[00:00:35.03]

application journey.

[00:00:36.03]

So we're going to start with
some quick introductions so you

[00:00:39.01]

can get to know us a little bit better.

[00:00:41.00]

So first my name is Ellie Villa-Wilson,

[00:00:43.01]

and I'm an assistant director
of undergraduate admission at

[00:00:46.00]

Suffolk University.

[00:00:47.00]

And I'm going to pass it
along to my colleague.

[00:00:50.04]

- Hey everyone, my name's Olivia Harris.

[00:00:51.08]

I am an undergraduate
mission counselor here

[00:00:53.04]

at Suffolk University. I work
with applicants from Florida,

[00:00:56.01]

central Massachusetts, Hawaii, Alaska,

[00:00:58.01]

and the Pacific Northwest.

[00:00:59.09]

- (Ellie) Awesome. And
we're going to go ahead

[00:01:01.08]

and jump right into our presentation.

[00:01:03.09]

So the first thing we really
want to talk about today is

[00:01:06.08]

research throughout this process
and how to kind of organize

[00:01:11.03]

all the information that you're getting,

[00:01:13.06]

whether you are doing research

on your own, through the web.

[00:01:16.09]

Maybe you're going to college fairs at your high school.

[00:01:20.00]

Maybe college reps are coming to your school to visit

[00:01:23.04]

throughout the day,

[00:01:24.04]

or maybe you're even going on campus visits and visiting

[00:01:28.00]

different schools that you're interested in.

[00:01:30.00]

So being organized throughout this process is really going

[00:01:33.03]

to set you up for success.

[00:01:34.09]

I think as you're trying to navigate all these pieces of

[00:01:37.04]

information, it can feel very overwhelming,

[00:01:39.07]

which is why it's good to have a plan in place about how and

[00:01:44.00]

where to compile all the information.

[00:01:46.04]

So some kind of tips and suggestions for how to navigate

[00:01:49.06]

this part of the search process is

[00:01:53.02]

to create either a Microsoft Excel or Word document,

[00:01:57.08]

or it can even be, um if you have Google,

[00:02:00.02]

a Google drive document where you're kind

[00:02:03.00]

of keeping all of your notes
as you're going through this

[00:02:05.08]

process somewhere where
you can type everything up,

[00:02:08.05]

keep it very nice, neat,
and clean, and organized.

[00:02:11.00]

That way if you're going into a meeting

[00:02:13.05]

with your school guidance counselor,

[00:02:15.00]

or your parents or guardians
want to talk to you about your

[00:02:18.00]

college lists,

[00:02:19.02]

everything is kind of in
one place and organized.

[00:02:22.02]

We also suggest after you attend
a campus visit or a college

[00:02:26.09]

fair or a rep visit to type up your notes,

[00:02:30.01]

this is actually a really good
way and method to help you

[00:02:33.02]

remember what you're learning.

[00:02:35.00]

When I was in college, I would
take notes by hand in class

[00:02:38.04]

and then I would go home and type them up.

[00:02:40.00]

And that would also help me
to kind of remember what I was

[00:02:42.06]

learning throughout the day
and kind of distinguished

[00:02:45.01]

between my different classes.

[00:02:46.04]

So the same in terms of this process,

[00:02:48.09]

after you go on a visit or
you're at a, at a school,

[00:02:52.05]

checking it out, type up those notes,

[00:02:55.03]

because oftentimes when you're
visiting different schools or

[00:02:58.05]

learning about different schools,

[00:02:59.05]

sometimes the information
can kind of blend together.

[00:03:02.04]

So it's really a good idea to
kind of keep those notes fresh

[00:03:06.01]

in your mind and type them up
as soon as you get done with

[00:03:09.08]

your visit or event.

[00:03:13.03]

So this is an example of just
a way to kind of organize your

[00:03:16.09]

notes. Personally, I'm a
very graphic visual learner.

[00:03:20.01]

So charts and things
work really well for me

[00:03:22.01]
that might not work for you,

[00:03:23.09]
but these are just some
kind of ideas of how you can

[00:03:27.02]
organize your notes and the
various aspects of different

[00:03:30.03]
colleges and universities
you're looking at.

[00:03:32.01]
So that when you do go into
those meetings with your

[00:03:34.08]
guidance counselor or your family members,

[00:03:37.00]
you're able to kind of narrow
down and focus on what schools

[00:03:41.05]
you're really enjoying and
maybe what schools you want to

[00:03:44.00]
remove from your list.

[00:03:45.02]
So this is just one way that
you can or one option for kind

[00:03:50.01]
of organizing those notes as
you're visiting schools and

[00:03:53.01]
learning more and doing research,
throughout this process.

[00:03:57.06]
Another way that can help you
be successful in the college

[00:04:00.05]
search and application

process is thinking about what

[00:04:03.02]

questions to ask.

[00:04:04.06]

I know this might sound like a very

[00:04:07.04]

like duh kind of thing,

[00:04:10.01]

but I know in working
with high school students,

[00:04:14.00]

students don't always know what to ask,

[00:04:16.02]

especially when they are going on a visit

[00:04:18.02]

or coming up to a college rep
at a college fair or visit.

[00:04:21.09]

So having a idea of what questions
to ask and brainstorming,

[00:04:26.05]

some questions can help
you really think ahead

[00:04:29.01]

and also make the best of your time

[00:04:30.08]

when you were visiting schools and

[00:04:33.05]

interacting with college reps.

[00:04:35.04]

So just to kind of give some examples,

[00:04:38.02]

I've broken this down into two sections,

[00:04:39.09]

first questions to ask the tour
guide or the current student

[00:04:42.09]

that you're interacting with

at the school that you're

[00:04:44.09]

interested in.

[00:04:46.01]

You know, tour guides can
be a really great resource

[00:04:48.05]

to get a better feel of
what a school is like

[00:04:51.02]

from the student perspective.

[00:04:52.07]

So any questions related to, you know,

[00:04:55.01]

why did the student pick that
college or university, or,

[00:04:58.00]

you know,

[00:04:59.00]

what the transition was like
from high school to that

[00:05:01.02]

particular college or university

[00:05:04.01]

asking questions about what
that student does during

[00:05:06.02]

their free time and how
they got involved on campus?

[00:05:08.06]

What types of activities
or things do they enjoy?

[00:05:11.08]

Anything that can really
help you get a better

[00:05:15.02]

understanding, a better picture

[00:05:16.08]

of what that institution

is like as a student

[00:05:20.00]

and different ways for you
to really get involved,

[00:05:23.01]

that will help you picture
yourself at that particular

[00:05:25.09]

institution.

[00:05:26.08]

And then second thinking about
questions to ask admissions

[00:05:30.01]

representatives at the colleges
that you were interested in.

[00:05:33.05]

There should be an admissions
counselor or admissions

[00:05:35.05]

representative assigned
to your particular area.

[00:05:38.06]

And you might interact with
this representative in many

[00:05:41.03]

ways, might be through email, phone calls,

[00:05:43.03]

college fairs that your
high school might put on,

[00:05:47.05]

or even a rep visits.

[00:05:49.08]

So thinking about questions
that you can ask that

[00:05:52.02]

individuals,

[00:05:53.00]

so you can really get a stronger
sense of what the admission

[00:05:56.00]
and application process are
like. Things such as, you know,

[00:05:59.02]
what forms are required for admission

[00:06:01.02]
and what did the application
or the admission deadlines,

[00:06:04.06]
asking questions about
scholarships and financial aid or

[00:06:08.03]
things about what resources
are available to students,

[00:06:11.02]
whether it's academic, social, financial,

[00:06:13.03]
those are the types of questions
that you can prepare to ask

[00:06:17.03]
more of admissions representatives.

[00:06:19.05]
But I always suggest having
some type of questions prepared

[00:06:22.05]
that way,

[00:06:23.04]
if you ever interact with
the admissions rep or current

[00:06:26.06]
student, and that moment,

[00:06:28.03]
you're not trying to think
off the top of your head, oh,

[00:06:30.05]
what do I ask this person?

[00:06:31.07]
But you've already thought ahead.

[00:06:33.06]

And it also shows that you've taken some initiative and

[00:06:36.02]
you've thought about that particular institution.

[00:06:39.07]
- (Olivia) Yeah. And I think, you know,

[00:06:40.07]
there's no such thing as a silly question,

[00:06:42.04]
but Ellie these are great examples because

[00:06:43.09]
it's nice to come in with something already on your mind

[00:06:46.08]
and really to emphasize what Ellie is saying with, you know,

[00:06:49.00]
the questions targeted to the different people you might

[00:06:50.09]
interact with during the college process. Overall,

[00:06:52.06]
just don't be shy during this process. You know,

[00:06:55.00]
you have resources that we've just given you on how to

[00:06:57.03]
approach an admission counselor,

[00:06:58.06]
but there are many reasons why you want to approach your

[00:07:00.06]
counselor. Like Ellie said, you know,

[00:07:02.05]
we're really here as a resource,

[00:07:04.00]

of course we are the individuals
read your application.

[00:07:06.05]

We ultimately make those
decisions on your mission,

[00:07:08.09]

but really we're here through
the process to be the direct

[00:07:12.01]

source for any questions
you have. So for example,

[00:07:14.01]

let's say you're applying to
Suffolk University and you

[00:07:16.04]

cannot remember for the life of you,

[00:07:18.01]

if we're test optional or not,

[00:07:19.08]

you could do a quick Google
search and see if we are,

[00:07:21.06]

or you can reach out to your
assigned admission counselor

[00:07:24.02]

and get that answer
directly from the source.

[00:07:26.04]

You'll totally certain
that you do not need a

[00:07:28.04]

test score to apply.

[00:07:29.03]

Of course, it's your advantage.

[00:07:31.06]

You know what to get
that information for us,

[00:07:32.08]

but at the same time,

[00:07:34.01]
there's one thing that you
want to be aware of in the

[00:07:35.09]
college process.

[00:07:37.04]
And that's called demonstrated interest.

[00:07:39.02]
So demonstrated interest is
when you take an action action,

[00:07:42.05]
such as attending a campus tour,

[00:07:44.01]
maybe doing an interview
with an admission counselor,

[00:07:46.07]
attending an open house,
its when you take an action

[00:07:49.04]
that you're demonstrating interest.

[00:07:50.07]
It's very, you know, just as it sounds,

[00:07:52.05]
this is something that some
institutions do consider

[00:07:55.01]
in the college application process.

[00:07:57.04]
So this is something
that we track, you know,

[00:07:59.02]
we keep on your file. Oh,

[00:08:00.06]
we met so-and-so at this
campus tour. That's wonderful.

[00:08:03.01]
Like I said,

[00:08:04.02]
some colleges consider that

in your admission decision,

[00:08:06.04]

some do not. And then
some that just kind of,

[00:08:08.05]

their just extra info.

[00:08:09.06]

So it's really to your advantage
to take advantage of these

[00:08:12.00]

opportunities and get yourself
out there. Because again,

[00:08:14.08]

we'll see it on our end that
you took the time to get to

[00:08:16.07]

know our school. And it's
really wonderful for us to know.

[00:08:19.05]

And then of course, you know,

[00:08:21.06]

it's great at the same time too,

[00:08:23.00]

because you'll develop
questions as you interact.

[00:08:25.08]

So overall don't be shy. You
know, you've got the resources,

[00:08:28.08]

you've got the questions,

[00:08:29.07]

definitely build those
relationships as it's always great

[00:08:32.01]

for us for, to put a
face to a name, you know,

[00:08:33.07]

it's great to get to know
you earlier in the process,

[00:08:35.06]
or maybe an introduction
email versus just reading your

[00:08:37.09]
application, come the fall.

[00:08:41.05]
And building a bit on
what Ellie said earlier,

[00:08:43.05]
about keeping things organized.

[00:08:44.08]
Keep It Neat, is the key
to success in this process.

[00:08:47.06]
So the biggest thing like
Ellie said, you know,

[00:08:50.02]
keeping all your research
organized is one thing.

[00:08:51.09]
But another element that you
want to keep structured is the

[00:08:54.05]
communication have with colleges.

[00:08:56.00]
It's no surprise. You know,

[00:08:57.03]
I think we all know colleges
send lots of emails.

[00:09:00.03]
You're probably already
getting them before you've even

[00:09:01.09]
started to go process applying.

[00:09:03.06]
And those emails that just keep coming.

[00:09:05.07]
So one thing that we often
recommend students to consider is

[00:09:08.09]
creating a separate email address,

[00:09:10.04]
that's just your college email.

[00:09:12.01]
So this is a nice space that, you know,

[00:09:14.00]
you're not getting emails from
your high school teachers.

[00:09:16.04]
You're not getting ads from
your favorite companies mixed in

[00:09:18.06]
with college emails.

[00:09:19.07]
Instead, the address is entirely dedicated

[00:09:21.04]
to college communication.

[00:09:23.02]
If you know, that's not
what you're looking for,

[00:09:25.06]
you're not planning on doing that.

[00:09:26.07]
We also have going maybe just
creating a folder within your

[00:09:29.00]
current email. So you can put
all those emails, you know,

[00:09:31.02]
streamlined into one place to
really be able to review them

[00:09:35.06]
another push though,

[00:09:36.04]
for maybe creating a
separate email address.

[00:09:38.07]
This is always a hint that we

try to give students is make,

[00:09:41.04]

be aware of what your email
address is currently, you know,

[00:09:43.07]

is it appropriate to start this
college application process?

[00:09:47.09]

We'll come across your email
in many different spaces,

[00:09:49.06]

we'll see it on your application.

[00:09:50.08]

We'll see it when you communicate with us.

[00:09:52.00]

And while it doesn't always matter,

[00:09:53.06]

even if it's, you know,
a silly email address,

[00:09:55.03]

it may be to your best advantage
to really start thinking

[00:09:57.09]

about having a more professional

[00:09:59.03]

email address throughout the process.

[00:10:01.00]

So the go-to classic is, you know,

[00:10:03.01]

the first initial of your
first name, your last name,

[00:10:05.00]

maybe a few numbers, and just
keeping that email address.

[00:10:07.09]

Nice and simple.

[00:10:09.01]

And then finally, you know,

[00:10:10.09]
just to expand on this
whole professionalism,

[00:10:12.07]
this process is a lot of
first impressions, right?

[00:10:15.08]
So, you know, you're
applying to a college,

[00:10:17.03]
you want to attend that college.

[00:10:18.03]
You definitely want to
keep things, you know,

[00:10:20.05]
you want to make a good impression

[00:10:21.07]
all throughout the process.

[00:10:23.02]
So that impression could be from an email

[00:10:24.07]
that you send to us,

[00:10:26.02]
there's always a time and a
place for communication styles,

[00:10:28.04]
right? So if I send you
an email looking for,

[00:10:31.01]
maybe I'm letting you know
that we're missing a letter of

[00:10:32.05]
recommendation, you can send a response.

[00:10:34.06]
And that response will very
likely look different than a

[00:10:36.08]
text message. You send a friend.

[00:10:38.05]

But just make sure that, you know,

[00:10:39.04]

you're communicating in a way that matches, you know,

[00:10:42.02]

the tone and the environment of the admission counselor that

[00:10:44.07]

you're communicating with. This goes for phone calls too

[00:10:47.00]

even text messages, you know,

[00:10:48.06]

just make sure that when you're reaching out,

[00:10:50.07]

you're including your first name, last name,

[00:10:52.04]

identifying information.

[00:10:53.08]

And just speaking to the environment that the college that

[00:10:58.03]

you're reaching out to is in. So keeping it professional

[00:11:00.09]

keeping it clean, keeping it neat.

[00:11:05.04]

So that is all of our insider tips for you here today.

[00:11:07.07]

We try to keep it nice and short, give you the most,

[00:11:09.06]

you know, the biggest highlights that Ellie

[00:11:10.06]

and I always recommend,

[00:11:11.08]
but if you have any questions
about any of the content that

[00:11:13.08]
we talked about in this presentation,

[00:11:15.02]
always feel free to reach out. I mean,

[00:11:16.09]
this is good practice, right?

[00:11:17.09]
You know,

[00:11:18.09]
you'd be sending your first
email to an admission office and

[00:11:21.05]
we're happy to give you, you know,

[00:11:22.06]
any additional information like I said,

[00:11:24.09]
or any advice that you
might be looking for.

[00:11:26.07]
And then of course, you know,

[00:11:27.06]
if you're interested
in Suffolk university,

[00:11:29.00]
we are always happy to
talk about our college.

[00:11:31.08]
You know, we have on campus tours,

[00:11:33.00]
plenty of opportunities to get to know us,

[00:11:34.07]
and we're happy to help connect
you with that. So, you know,

[00:11:37.01]
thank you for taking some
time today for, you know,

[00:11:38.09]

to review some of these quick tips.

[00:11:40.04]

And if anything comes up,
always feel free to be in touch.

[00:11:43.02]