

## Counselor Site Guide — Key Information To Help You Help Your Students

**Encourage your students to set up a free, secure My411 account by going to the GAcollege411 homepage and clicking “Create an Account”. Creating a My411 account allows students to track and manage their:**

- High School courses, HOPE GPA and grades
- Extracurricular activities
- Honors and awards
- SAT, ACT, and other test scores
- Career explorations
- College choices, applications and transcripts

### Contacts

- “Ask an Expert” available within each section
- support@GAcollege411.org
- Technical problems: 800-Go-To-XAP (800-468-6927)



### Career Info

*Give your email address to students to gain read-only access to their portfolios.*

#### Assess Interests

- Direct students to take a career survey to learn more about their personality, interests, and career values.
- Build upon the assessment results in the Matching Assistant.
- Select “View Matching Careers” for specific opportunities that match the personality profile, career interests, and work values.

#### Explore Careers

- Check out careers through:
  - Student-Career Matching Assistant,
  - List of Careers (choose alphabetically or by occupational concentration), and
  - Fastest Growing/Fastest Declining Careers in Georgia.
- Save careers of interest by choosing “Add Career to My411 Careers.”
- View career videos with subtitles.
- Research state and national average salaries.

#### Link Careers to Education

- Scroll to bottom of any career description for a list of institutions with related programs of study.
- Click on college to obtain more information.
- Check the box () next to the school to add that institution or major to the My411 account.

*Use the Resume Builder to create and print your resume.*



### Student Planner

#### College Requirements and Timeline

- Check out the most current admissions requirements for each type of college.
- Review what activities students should complete in grades 8-12 in the Student Planner Timeline.
- My Recruiter allows information to be submitted from the profile to the students colleges of choice.

*Use the High School Planner as a 4-year planning tool.*

#### High School Planner

- Encourage students each term to enter high school courses, grades, test scores, activities, awards, jobs, etc., into their portfolio.
- Electronically compare coursework in the portfolio to the entrance requirements of any college for course planning.
- Get read access to each of your student’s portfolio information by asking students to add you to their profiles.
- Print a Planner Summary report to provide to those individuals who will write a letter of recommendation.
- Courses listed in the planner come from your school’s NCAA database submissions.

#### Test Prep

- Get helpful test-taking tips and strategies.
- Download sample questions for the ASSET and COMPASS tests.
- Direct students to the vocabulary builder.
- Free SAT, ACT, and GRE practice tests adapt to skill levels and give instant feedback.
- With account tools, students can:
  - Invite a coach who will be provided with progress updates;
  - Indicate test date so program of study can be personalized to target the test time;
  - Select days of the week to receive email prompts regarding the test.
- Spanish translations provided for SAT and ACT tutorials.



### GA Colleges

#### Research

- Campus Tours provide(s) information for Georgia colleges in a consistent navigation format.
- Each college updates its information at regular intervals.
- Find pictures and video clips as well as direct links to the official institution webpage for most colleges.
- Information is listed about academic programs, admissions, student life, financial aid, and more.

#### Compare

- Use the comparative view to quickly compare colleges across six categories including: undergraduate enrollment, on-campus housing, tuition and fees, and room and board.
- Sort schools on any value low to high or high to low.
- Select a subset group of schools to compare from the left navigation bar.

#### Match

- Use the matching assistant to find institutions with certain characteristics including size, location, and program of study.
- Percent match indicates how many of the criteria were matched in the search.
- Students can find a school close to home or a particular location in the state in the distance search.
- Direct students to add schools of interest to their My411 for easy review.



## Applications & Transcripts

### Admissions

- Apply online to Georgia colleges and universities. Information from the student's high school planner will automatically prepopulate many fields in the college applications.
- Once a student begins an application, the school will be notified of the student's interest.
- Students may stop and resume an application at another time.
- Once an application has been sent, the date is recorded in the My Applications section of My411.
- Additionally, when the college downloads the application, that date is recorded in My Applications.
- Send Electronic Transcripts for Admission to colleges in Georgia.

### Loans, Grants, and Scholarships

- This is **THE** location for applying for the HOPE program.
- Many other loan, grant and scholarship applications can be completed in this section. **GSFAPPS** can be used to apply for multiple state funded opportunities.
- Students should read screen instructions regarding institution and loan applications to be sure to choose the right approach. Schools utilizing Georgia Student Finance Authority have loan applications in the site. Other institutions may direct students to find appropriate forms on the institution's website.

### FAFSA

- Students who have created My411 accounts and who complete the Free Application for Federal Student Aid (FAFSA) through GAcollege411 will enjoy the ability to automatically transfer information to the application form.
- Students will need to obtain a PIN from the U.S. Department of Education prior to completing the FAFSA (link provided on site).

*Students check HOPE eligibility through their My411 account*

## Paying for College

### Financial Aid 411

- Find current college costs and additional expenses to consider.
- Learn about the four major types of financial aid:
  - Scholarships and grants,
  - Loans for students and parents,
  - Service cancelable loans, and
  - Student employment.

*Perform fun and informative scholarship searches*

### Eligibility

- Review a list of eligibility criteria for each loan, grant and scholarship.
- Determine an estimate of the amount students are expected to pay (Expected Family Contribution, or EFC) toward college costs.
- Use the EFC and cost of attendance to help estimate eligibility for need-based financial aid.

### Tools and Resources

- Use the SLOPE calculator to determine reasonable borrowing amounts based upon school costs and career earning power.
- Download and print brochures and guides regarding the various financial aid offerings.
- Find age-specific college savings and financial planning information
- Spanish translation provided
- Use the Ask an Expert section to communicate directly with a person — or call GSFC toll free at 800-505-GSFC, in Metro Atlanta 770-724-9000.

## School Counselors - [homepage - left navigation menu]

### Events Calendar

- Dates, deadlines, and events for counselors, students, and parents
- GAcollege411 information sessions and other statewide workshops
- Financial aid training sessions
- Probe Fair dates, times, and locations
- SAT and ACT test dates and registration deadlines

### Resources

- Download resources including:
- The Counselor Center Training Guide
  - HOPE GPA calculation and transcript exchange process documents
  - Handouts for students and parents, including publications for planning, applying, and paying for college
  - Presentation tools
  - Link to the GA Career Resources Network

### Counselor Center

- Monitor your students' progress toward high school graduation and college admission.
- Communicate with your students individually or in targeted groups through the bulk email and bulk letter features.
- Use student grade levels or other profile elements to tailor the information and reminders you send students.
- Combine your calendar with that of your students and their intended colleges.
- View and send students' transcripts electronically.

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