



WebSource

For the Classroom

Organizational Skills: A Binder for the College Bound

Discussion Questions

- What is involved in the college search process?
- What kinds of information do you need to keep track of?

Activity: Organizing Your Path to College

Students will organize both their thoughts and materials to support the college search process.

MATERIALS

- Binder (one for each student)
- Tab Dividers (Pack per each student)
- Computer for online access

PROCEDURE

1. Begin this session by explaining to students that they are going to make a personal Preparing for College binder to help each to stay organized throughout the college search process.
2. As a class, make a list of everything the students will need when searching/applying to colleges. Items on this list might include:
 - Test scores readily available/dates of SAT/ACT testing
 - A list of personal interests and priorities, such as areas of study, the importance of athletics, location preferences (i.e. college town vs. urban setting).
 - Brochures/DVDs
 - College Tours – any material received regarding admissions contacts/scheduled tour dates
 - Applications
 - Transcript
 - Personal Essay
3. Have students create tabs for the items on the list.
4. Now, take students to the media center, computer lab, or area that will provide each student online access to begin an online college search. If computer access is limited, conduct this search as a group by opening a sample college website on the projector. Explore the site, its

descriptions, deadlines, contact information and applications. Have students print out applications of schools of interest, and place them in their binders.

5. When students find a college they are interested in, have them look at the personal essay that is required. They can begin this another class period or as a homework assignment.
6. Review with students procedures in your school that allow them to obtain their school transcripts, a procedure that is important to know when it is time to submit applications to the colleges of their choice.
7. Have students keep their binders up to date with their search. The group can return to this college search exercise to share information and discuss schools they are interested in.