

# Helping students prepare for Apply Missouri

## Section checklist

- ☐ Distribute event preparation materials and promotional items to students.
  - College fit worksheet
  - Student admissions application worksheet
  - College Portfolios
  - Planning for Financial Success brochures
  - Sample letter to students/families
- ☐ Encourage students to complete college research prior to Apply Missouri activities.

## School choice and counseling students about college fit

Ideally students should arrive at the computer lab during the admissions application activity with a list of colleges they are interested in attending. The “college fit” [worksheet](#) is an ideal tool for students to research and record information about the schools in which they may be interested. Postsecondary school characteristics students should consider include:

**Location.** In state or out of state; proximity to home and travel expenses necessary to visit home. Students with questions about their state residency may want to review information on the Missouri Department of Higher Education’s website at <http://www.dhe.mo.gov/policies/student-residency.php>.

**Size.** Would the student be interested in the experience of a large university? Or would the student benefit from a smaller school where it might be easier

to develop connections with teachers and school staff? Information about a school’s enrollment as well as its student-to-faculty ratio should be available on its website.

**Available majors and programs and admissions selectivity.** Is the student interested in obtaining an associate or bachelor’s degree? For students who want to obtain a bachelor’s degree, a community college may still be the place to begin. Consideration should be made according to transferability of credits and courses as well as cost. Students qualifying for A+ scholarships may or may not find the community college route to be the least expensive. Work with both two- and four-year schools to help students find the best fit for their future. Help students understand the college transfer process for continuing their education beyond an associate degree. Transferability of credits can be researched using the Missouri Department of Higher Education’s transfer course library (<http://dhe.mo.gov/CoreTransfer.php>). The department offers an online college, degree and program search tool (<http://collegesearch.mo.gov/>) that can be helpful in determining the types of programs Missouri schools offer. Additional information about school type, admissions selectivity and other factors can be found at <http://www.dhe.mo.gov/ppc/exploringmyoptions.php>.

**Services for first-generation students or at-risk populations.** Students should be aware of campus offerings such as summer bridge programs, tutoring services, availability of emergency funds for needy students, multi-cultural student clubs and organizations, on-campus health services, and dormitories that are open during the holidays.



**Total cost, net price and other data.** Net price is the difference between the “sticker” price (full cost) to attend college, minus any grants and scholarships. By federal law, each institution is required to provide a version of the Net Price Calculator on its website. To find out the “net price” for a specific college or university, check out [www.collegecost.ed.gov/netpricecenter.aspx](http://www.collegecost.ed.gov/netpricecenter.aspx). Schools will also typically provide information such as their first-to-second year retention rates, the numbers and percentages of students enrolled by various demographic categories, graduation rates, average student loan debt of its graduates, and more. The U.S. Department of Education’s College Affordability and Transparency Center provides a College Scorecard to help students and families better understand the affordability and outcomes associated with particular postsecondary schools. For more information, visit [www.collegecost.ed.gov/scorecard](http://www.collegecost.ed.gov/scorecard).



*Adrienne L.*

**Majors:** Strategic communications  
and graphic design  
University of Missouri

## Admission fees

Most colleges require an application fee when a student submits an application to their school. Many colleges will require a credit card, pre-paid credit card, debit card or electronic check information in order to submit an application online. Students who are unable to provide payment information during Apply Missouri, can save an application and submit it later when they can provide a payment method.

To help students prepare for the online admissions process use the [list of Missouri’s two- and four-year schools](#), which includes their current application fees.

## College application fee waivers

Applying for college can be expensive for any student. Some postsecondary institutions do not charge admissions fees (see the [list of Missouri’s two- and four-year schools](#) and their fees). Application fees may prohibit some families, especially those with a financial burden or hardship, from applying to college. It is important to let students and parents know that they may be eligible for waivers of these fees.

There are three types of fee waivers typically accepted by colleges and universities, but it is important to note that not all colleges and universities will accept fee waivers. For further information about fee waivers, students should speak directly with their high school counselor to determine which colleges will accept fee waivers.

1. **National Association for College Admission Counseling (NACAC).** The NACAC Request for Admission Application Fee Waiver Form is for traditional high school students who meet NACAC’s requirements. Students should use this form to apply to the schools they are most interested in attending (up to four schools). Not all schools will accept the NACAC fee waiver form.



2. **ACT.** Many colleges and universities will consider waiving or deferring the admission application fee for students who have been granted an ACT Fee Waiver. To facilitate consideration of such requests, ACT has provided a request form in the *2014–15 ACT User Handbook for Educators* (page 12) for high school counselors to photocopy and complete for students. Individual institutions are not obligated to waive or defer their admission application fees for any specific applicants.
3. **College Board.** The College Board fee waivers cover more than just SAT testing fees. Students who are eligible for fee waivers can also receive up to four Requests for Waiver of College Application Fee forms free or at a reduced price. For more information about the SAT and available resources view the *2014–16 Advising and Admission Handbook*.

The “[student admissions application](#)” worksheet includes spaces to record the appropriate information for fees and waivers.

### **U.S. Department of Education school code lists**

Federal school codes may be found at <http://ifap.ed.gov/ifap/fedSchoolCodeList.jsp>. School codes are issued by the U.S. Department of Education at the time the school is approved to participate in any of the federal financial aid programs, such as the Pell Grant or student loans. The school code is useful at the time of applying for admissions and is required when the student submits the Free Application for Federal Student Aid, or FAFSA, after Jan. 1.

### **Communicating with parents**

To make sure your students are fully prepared to submit admissions applications during your Apply Missouri activities, it is important to communicate with parents of seniors. In some cases, students may need to obtain a parent’s credit card to take care of any required admissions fees. It is important that parents are aware of the activities you are planning and their needed support and encouragement. For some activities, it may be appropriate to invite parents to participate along with their student. Additionally, parents may be helpful to students in reviewing potential colleges and determining what schools are a good fit for individual circumstances and preferences.



*Celena M.*

**Major:** Civil engineering  
Missouri University of Science  
and Technology



## College fit worksheet

	School 1	School 2	School 3	School 4
School name:				
School code: For use on the FAFSA				
Driving distance from home:				
Missouri school or out of state?				
Annual number of students enrolled:				
Cost per credit hour:				
School scholarships and institutional aid?				
Degrees offered? (e.g., bachelor's, associate)				
Programs and majors I am interested in:				
<b>Does the school offer any of the following services?</b>				
Free tutoring services?				
Summer orientation or college preparation programs?				
Emergency funds?				
On-campus health services?				
Housing during holidays?				
Multi-cultural student clubs?				
Other:				
Other:				
<b>Application, financial aid, and housing tracking information</b>				
Deadline for application:				
Cost to apply:				
SAT or ACT required?				
Essay or personal statement required to apply?				
Recommendation letter required?				
Date applied:				
Date accepted:				
Date housing secured:				
Date FAFSA submitted:				
Deadline for scholarship or institutional financial assistance:				



## Missouri's two- and four-year public schools

	Public institution	School code	Application fee	Address	City
Two years or less	Applied Technology Services	030686	\$0	12721 W. Watson Road	Sunset Hills
	Cape Girardeau Career & Technology Center	005532	Varies by program	1080 S. Silver Springs Road	Cape Girardeau
	Carthage R-9 School District–Carthage Technical Center	041522	Varies by program	609 River St.	Carthage
	Cass Career Center	016354	\$0	1600 E. Elm St.	Harrisonville
	Clinton Technical School	024975	\$0	602 S. 5th St.	Clinton
	Columbia Area Career Center	022892	Varies by program	4203 S. Providence Road	Columbia
	Crowder College	002459	\$25	601 Laclede	Neosho
	Dallas County Technical Center	030728	\$0	33 Vo-Tech Road	Louisburg
	East Central College	008862	\$0	1964 Prairie Dell Road	Union
	Four Rivers Career Center	020561	Varies by program	1978 Image Drive	Washington
	Franklin Technology Center–MSSU	013568	\$50	3950 E. Newman Road	Joplin
	Grand River Technical School	005531	Varies by program	1200 Fair St.	Chillicothe
	Herndon Career Center	031743	\$50	11501 E. 350 Hwy.	Raytown
	Hillyard Technical Center	015801	\$83	3434 Faraon St.	St. Joseph
	Jefferson College	002468	\$25	1000 Viking Drive	Hillsboro
	Kirksville Area Technical Center	014698	\$40	1103 S. Cottage Grove	Kirksville
	Lake Career and Technical Center	015986	\$20	Township Road	Camdenton
	Lex La-Ray Technical Center	014971	\$25	2323 High School Drive	Lexington
	Metropolitan Community College–Kansas City	002484	\$0	3200 Broadway	Kansas City
	Mineral Area College	002486	\$15	P.O. Box 1000	Park Hills
	Missouri State University–West Plains	031060	\$15	128 Garfield	West Plains
	Moberly Area Community College	002491	\$0	101 College Ave.	Moberly
	Nevada Regional Technical Center	014134	\$65	900 W. Ashland	Nevada
	North Central Missouri College	002514	\$20	1301 Main St.	Trenton
	Northland Career Center	015451	\$150	1801 Branch St.	Platte City
	Northwest Technical School	015450	\$50	1515 S. Munn	Maryville
	Ozarks Technical Community College	030830	\$0	933 E. Central	Springfield
	Pike-Lincoln Technical Center	013785	Varies by program	P.O. Box 38	Eolia
	Poplar Bluff Technical Career Center	013683	Varies by program	3203 Oak Grove Road	Poplar Bluff
	Rolla Technical Institute	005429	\$50	1304 E. 10 <sup>th</sup> St.	Rolla
	Saint Louis Community College	002469	\$0	300 S. Broadway	St. Louis
	Saline County Career Center	015639	\$15	900 W. Vest	Marshall
	Sikeston Career and Technology Center	013243	\$75	1002 Virginia St.	Sikeston
	South Central Career Center	005424	Varies by program	610 E. Olden	West Plains
	St. Charles Community College	017027	\$10	4601 Mid Rivers Mall Drive	Cottleville
	State Fair Community College	007628	\$0	3201 W. 16 <sup>th</sup> St.	Sedalia
	State Technical College of Missouri	004711	\$0	One Technology Drive	Linn
	Three Rivers Community College	004713	\$0	2080 Three Rivers Blvd.	Poplar Bluff
	Warrensburg Area Career Center	014434	\$100	205 S. Ridge View Drive	Warrensburg
	Waynesville Career Center	014833	\$100	400 G.W. Lane	Waynesville
Four years	Harris-Stowe State University	002466	\$15	3026 Laclede Ave.	St. Louis
	Lincoln University	002479	\$20	820 Chestnut St.	Jefferson City
	Missouri Southern State University	002488	\$25	3950 E. Newman Road	Joplin
	Missouri State University–Springfield	002503	\$35	901 S. National	Springfield
	Missouri University of Science and Technology	002517	\$50	1870 Miner Cr G-1 Parker Hall	Rolla
	Missouri Western State University	002490	\$0	4525 Downs Drive	St. Joseph
	Northwest Missouri State University	002496	\$0	273 Admin. Bldg/800 University Ave.	Maryville
	Southeast Missouri State University	002501	\$30	One University Plaza	Cape Girardeau
	Truman Medical Center School of Nurse Anesthesia	005445	\$100	2301 Holmes St.	Kansas City
	Truman State University	002495	\$0	100 E. Normal	Kirksville
	University of Central Missouri	002454	\$30	1100 Ward Edwards Bldg.	Warrensburg
	University of Missouri–Columbia	002516	\$50	11 Jesse Hall	Columbia
	University of Missouri–Kansas City	002518	\$35	5100 Rockhill Road	Kansas City
	University of Missouri–St. Louis	002519	\$35	8001 Natural Bridge Road	St. Louis



## Missouri's two- and four-year private schools

	Private institution	School code	Application fee	Address	City
Two years or less	Mercy Hospital Springfield School of Radiologic Technology	004413	\$30	1235 E. Cherokee	Springfield
	Southeast Missouri Hospital College of Nursing and Health Sciences	030709	\$100	2001 William St.	Cape Girardeau
	Texas County Technical Institute	035793	\$50	6915 S. Highway 63	Houston
	Victory Trade School	041303	\$0	1715 N. Boonville Ave.	Springfield
	Wentworth Military Academy and Junior College	002522	\$25	1800 Washington Ave.	Lexington
Four years	A.T. Still University of Health Sciences	G02477	\$195	800 W. Jefferson	Kirksville
	Aquinas Institute of Theology	G01632	\$50	23 S. Spring Ave.	St. Louis
	Assemblies of God Theological Seminary	G12120	\$75	1435 N. Glenstone Ave.	Springfield
	Avila University	002449	\$0	11901 Wornall Road	Kansas City
	Baptist Bible College	013208	\$40	628 E. Kearney	Springfield
	Barnes Jewish College Goldfarb School of Nursing	006389	\$50	4483 Duncan	St. Louis
	Calvary Bible College and Theological Seminary	002450	\$0	15800 Calvary Road	Kansas City
	Central Christian College of the Bible	014619	\$50	911 E. Urbandale Drive	Moberly
	Central Methodist University	002453	\$0	411 Central Methodist Square	Fayette
	City Vision College	041191	\$25	712 E. 31 <sup>st</sup> St.	Kansas City
	College of the Ozarks	002500	\$0	1 Industrial Place	Point Lookout
	Columbia College	002456	\$35	1001 Rogers St.	Columbia
	Conception Seminary College	002467	\$0	Hwy 136 E. County Rd V V	Conception
	Concordia Seminary	G02457	\$50	801 Seminary Place	St. Louis
	Cotter College	002458	\$20	1000 W. Austin	Nevada
	Covenant Theological Seminary	G04707	\$50	900 N. Benton	St. Louis
	Cox College	013877	\$45	1423 N. Jefferson	Springfield
	Culver-Stockton College	002460	\$0	475 E. Lockwood Ave.	Canton
	Drury University	002461	\$0	1111 N. Glenstone	Springfield
	Eden Theological Seminary	G02462	\$40	6800 Wydown Blvd.	St. Louis
	Evangel University	002463	\$25	2885 W. Battlefield Road	Springfield
	Fontbonne University	002464	\$50	1401 W. Truman Road	St. Louis
	Graceland University	186601	\$0	4415 Warwick Blvd	Independence
	Hannibal-Lagrange University	009089	\$25	1750 Independence Blvd.	Hannibal
	Kansas City Art Institute	002473	\$45	5200 Glennon Drive	Kansas City
	Kansas City University of Medicine and Biosciences	G02474	Varies by program	3801 S. National Ave.	Kansas City
	Kenrick Glennon Seminary	002476	\$0	209 S. Kingshighway	St. Louis
	Lester E. Cox Medical Center School of Medical Technology	N/A	\$0	1851 Schoettler Road P.O. Box 1065	Springfield
	Lindenwood University	002480	\$30	650 Maryville University Drive	St. Charles
	Logan University	004703	\$50	5001 N. Oak St.	Chesterfield
	Maryville University of St. Louis	002482	\$0	One College Park Drive	St. Louis
	Midwestern Baptist Theological Seminary	002485	\$25	500 E. College	Kansas City
	Missouri Baptist University	007540	\$0 (online)	1700 E. Meyer Blvd.	St. Louis
	Missouri Valley College	002489	\$15	1111 N. Main	Marshall
	Nazarene Theological Seminary	G02494	\$50	8700 NW River Park Drive	Kansas City
	Ozark Christian College	015569	\$30	1700 E. Meyer Blvd.	Joplin
	Park University	002498	\$25	1111 N. Main	Parkville
	Ranken Technical College	012500	\$95	4431 Finney	St. Louis
	Rockhurst University	002499	\$0	1100 Rockhurst Road	Kansas City
	Saint Louis Christian College	012580	\$0	1360 Grandview Drive	Florissant
	Saint Louis University	002506	\$25	221 No Grand Blvd.	St. Louis
	Saint Luke's College of Health Sciences	009782	\$35	8320 Ward Parkway Suite 300	Kansas City
	Southwest Baptist University	002502	\$30	1600 University Ave.	Bolivar
	St. Louis College of Pharmacy	002504	\$55	4588 Parkview Place	St. Louis
	Stephens College	002512	\$0	1200 E. Broadway	Columbia
	Urshan Graduate School of Theology	G41461	\$25	704 Howdershell Road	Florissant
	Washington University in St. Louis	002520	\$75	1 Brookings Drive Campus Box 1041	St. Louis
	Webster University	002521	\$35	470 E. Lockwood	St. Louis
	Westminster College	002523	\$0	501 Westminster Ave.	Fulton
	William Jewell College	002524	\$0	500 College St.	Liberty
	William Woods University	002525	\$0	One University Ave.	Fulton



## ***Student admissions application worksheet***

<b>Full legal name:</b>	<b>Social Security number:</b>
<b>Citizenship status:</b> (If not a citizen, record USCIS number)	
<b>State residency information:</b>	<p>Residency is determined by the Missouri public institution to which the student is applying. Student residency requirements are covered in Missouri's code of State Regulations at <a href="http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp">http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp</a></p> <p>Resident status factors may include:</p> <ul style="list-style-type: none"> <li>• Residing in the state for more than 12 months with the intent to make Missouri a permanent home</li> <li>• Military service</li> <li>• Automobile registration</li> <li>• Income or property taxes</li> <li>• Etc.</li> </ul>
<b>ACT test information</b> Date of exam: Scores:	<b>SAT test information</b> Date of exam: Scores:
<b>GPA:</b>	<b>Class rank:</b>
<b>Method of handling admission fees:</b> <input type="checkbox"/> Fee waivers requested and approved? <input type="checkbox"/> Credit card: _____ Exp date: _____ CVV: _____ <input type="checkbox"/> Applying to schools that do not charge admissions application fees	
<b>Application essay:</b> <input type="checkbox"/> Essay complete? <input type="checkbox"/> Does it promote you? <input type="checkbox"/> Is it well written?	
<b>Extracurricular activities:</b>	<b>Work experience:</b>
<b>Reference 1:</b> teacher, coach, counselor, employer, etc.	<b>Reference 2:</b> teacher, coach, counselor, employer, etc.



## ***Sample letter to students/families***

Dear students and families,

This fall, \_\_\_\_\_ High School will be participating in Apply Missouri 2015, sponsored by the Missouri Department of Higher Education. All seniors expecting to graduate in 2016 will have an opportunity to submit an application for admission to one or more colleges or universities, if they have not already done so. The event will be held \_\_\_\_\_ (date or dates of event).

The purpose of Apply Missouri 2015 is to provide students with information about higher education and the college application process. Information about completing the Free Application for Federal Student Aid (FAFSA) also will be available during the event.

Prior to the event, seniors will be encouraged to fill out a “college fit” worksheet to help them determine what type of higher education might be the best choice for them. Having the completed worksheet available at the Apply Missouri event will allow students to quickly and easily complete college applications. We anticipate that students and their families will work together to complete the worksheet.

Please be aware most colleges require a fee when an application is submitted. Many colleges will require some form of electronic payment with an online application.

Families are welcome to visit \_\_\_\_\_ High School to help their son or daughter during the application process. Family members also can volunteer to assist with the event, signing in students, helping students with the completion of college applications or distributing information about financial aid opportunities.

If you have any questions about Apply Missouri 2015 or you would like to volunteer during the event, please contact \_\_\_\_\_ (name, phone number and/or email address). Thank you in advance for supporting this exciting program to help students learn more about the higher education opportunities available to them.

Sincerely,

\_\_\_\_\_  
(Name of site coordinator)

\_\_\_\_\_  
(Title)