Event Coordinator Packet

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GEAR UP
PREPARING OKLAHOMA
STUDENTS FOR COLLEGE

Oklahoma College App Week

Introduction

For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming. Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education. By implementing a College Application Week (CAW) program, high schools, libraries and community centers can ensure that all seniors have the opportunity to receive hands-on assistance as they take the first big step toward continuing their education following high school.

Oklahoma GEAR UP, the Oklahoma College Access Network (OK-CAN), and the Oklahoma College Assistance Program (OCAP) are pleased to sponsor Oklahoma College Application Week as a way to provide support through resource materials and onsite assistance. College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. On the state level, the project is endorsed by the State Secretary of Education's office, Regents' Chancellor Glen D. Johnson, the Oklahoma State Department of Education and the Oklahoma State Chamber. In 2012 and 2013, Oklahoma GEAR UP piloted the program in 24 school districts. Last year, all high schools across the state were invited to participate. As a result, 65 high schools hosted an event, resulting in the submission of over 6,900 college applications from Oklahoma seniors!

While GEAR UP has laid the ground work for a statewide effort, we plan to grow CAW exponentially over the next few years through our joint efforts, enabling high school seniors in every part of our state--whether urban, suburban or rural--to apply for college while having someone available to help them during the process. We hope you will find the information contained in this guide useful as you implement a program in your school, library or community center.

Good luck as you plan your event! Please feel free to contact us if you have questions.

CounselorInfo@osrhe.edu
(800) 858-1840

Recommendations for College App Week Participants

Identify a site coordinator. Decide who will be in charge of CAW within your school or organization.

Build your team. Recruit counselors, teachers, co-workers and other volunteers to help plan and implement the event. Forming a team will help share the work and ensure the entire organization supports the event. Students can also be identified to volunteer to help and earn community service hours.

Encourage school- and community-wide involvement. Get the community excited about the event. Encourage students and other community members to participate in activities such as daily trivia contests, wearing college shirts, sharing college stories or identifying schools that local community leaders have attended.

Advertise. Use the following materials within your school:
- Banners
- Posters
- Stickers/Buttons that say "I applied to college"

Reserve your event location. Make sure it's equipped with a sufficient number of networked computers and printers well in advance of the event.
- Consider reserving the space for multiple days during the week of the event, depending on the size of the senior class.
- Ensure that enough computers are available to allow adequate time for each student to complete at least one application. Typically, an application takes about 45 minutes to complete.
- Work with technology support staff to ensure that firewalls or other access restrictions won't prevent students from accessing college websites on the day of the event.
- Typical locations:
    - School libraries or classrooms with computers
    - Community centers
    - Businesses
    - Vocational-technical centers

Recruit volunteers. Ask community leaders to help with the event. Here are some examples of volunteers:

- Local colleges, universities or technology centers, including representatives from admissions, financial aid and the registrar's office
- Local chambers of commerce
- Local elected officials
- Local business leaders
- Community organizations
- Extension services
- Previous graduates of area high schools who have gone to college
- Local library staff
- Parents/PTA
- Faith-based organizations
- Board of Education staff/school board members

Provide ALL seniors access to the event. Develop a schedule for your event which will provide all seniors the opportunity to participate. Requiring that seniors sign up beforehand is strongly discouraged as often those who could benefit the most from the event will not sign up.

Allow for adequate student preparation prior to the event. Help students make the most of their College Application Week experience. Meet with seniors early in the year to allow adequate time for students to create online accounts needed to complete appropriate college research.

Have students complete a mock college application. This will give them an idea of what the application process is like. Students can prepare personal statements ahead of time in case they are required for the application.

Encourage students to attend a college fair in your area. This will be a great opportunity for students to gather information and do some preliminary research. Regional college fairs in Oklahoma are held in the months of September and October. Visit UCanGo2.org in the early fall to see the college fair schedule. You may also want to encourage your seniors to visit GoToCollegeFairs.com, where they can print a barcode that they may be able to use to reduce the time they spend at each table they visit.

Encourage your team to think of ideas for creating a contest involving all of the seniors. This will add more fun, excitement and pride to College App Week.

Student Preparation

Encourage students to complete college research prior to the event. To help ensure students are able to make the most of their College App Week experience, students should be ready with a list of colleges they have determined would be a good match for them and to which they would like to apply. College characteristics students should be encouraged to consider include:

- Location
- Size of college
- Available majors
- Cost
- Available financial aid, including institutional scholarships
- Admission requirements

Make use of student worksheets provided in the student section of this notebook. The "Quick Answers to Know for College Applications" document will help ensure students have the information needed to complete an application for college admission. It may not surprise you that there are many high school seniors who don't know their Social Security Numbers. Using the "Quick Answers" worksheet will help them gather their SSN and other important information ahead of time. Stress the importance of keeping track of their worksheets and destroying them after they have completed their application(s).

Encourage teachers to incorporate college essay assignments into their classes. This will enable students applying to colleges requiring essays to be better prepared. Students should be encouraged to save their essays to thumb drives so they can quickly and easily copy and paste them into admission applications during CAW.

Encourage students to become familiar with application fee payment options prior to the event. If the colleges to which they plan to apply require an application fee:

- Encourage them to meet with their high school counselor to determine if they are eligible for a College Board fee waiver. Eligible students should research whether their chosen colleges accept fee waivers and how to go about providing that waiver with their applications.
- Students not eligible for a College Board fee waiver should find out the amount required to apply and investigate payment methods.

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Provide students with information about the Common Application. Make sure they know if a college they are considering accepts or requires the Common Application instead of a school-specific application. If students plan to complete the Common Application during CAW, they will need to do their research and prepare for it ahead of time, because it's typically longer and more detailed than other applications. For more information, visit www.commonapp.org.

Have students sign up for an account on OKcollegestart.org. Setting up this account early will help facilitate college research and give students access to a variety of college planning resources.

College App Week Preparations

Invite education and community leaders. Include school board members, school administrators and local and state representatives to speak to students before or during CAW about the importance of attending college and motivate them to participate in the week's events.

Contact local media. Invite them to cover your event.

Contact local businesses. They may agree to donate snacks—or even lunch—for participating students and/or volunteers. Finding a local business willing to provide pizza or an ice cream party for participating students can be a fun and exciting way to wrap up a week of applying to college.

Give away items. Ask local colleges, universities and vocational centers to consider providing college gear and freebies for students participating in the event. Students who apply would have their names entered into a drawing for prizes.

Hold a senior assembly or pep rally. Do so at the beginning of the week to communicate expectations of the event and get the students excited about applying to college.

Have a "College Day." Encourage faculty, staff and volunteers to wear clothing from their colleges. Consider picking a day where all students could wear their favorite college t-shirts.

Encourage college-planning activities in the classroom. Encourage teachers to build lesson plans as part of the event. English teachers may want to organize writing workshops for personal statements or essays so students are prepared before the event.

Print the "I Applied" stickers. Most students love these stickers and wear them with pride.

Gather folders for seniors. Each senior will need a folder to collect necessary documents before completing a college application. You may want to ask seniors to bring one from home.

Display posters and banners.

Morning announcements. As College App Week approaches, include information about the event in your daily announcements.

Print "Quick Answers" worksheets for all seniors. They will need this for their applications.

Pre College App Week Activities

- Advertise the event and activities through:
  - Local media
  - School newsletter
  - Parent-teacher conferences
  - Mobile app push notifications
  - School website
  - Phone outreach system
  - Emails to parents and students
  - Text messages

- Conduct college essay writing workshops in English classes. Encourage students to save their essays to a thumb drive.

- Tell students to research colleges prior to the event so they know which schools they are interested in applying to and the admission requirements for each school. Students can use the worksheets in the Student Section of this notebook to do their research.

- Give students folders (or have them bring one from home) so they can collect materials to help them with the application process. Suggested materials are:
  - Bio information
    - Use the "Quick Answers" worksheet from the Student Section of this notebook
    - Students **must** have/know their Social Security Numbers
  - College résumé (or list of extracurricular activities and volunteer work)
  - Completed hard copy "practice" application from the school of their choice
  - Essays
  - Test scores
  - Payment information
  - List of preferred colleges
  - _____
  - _____
  - _____

College App Week Sample Events

Below is a sample schedule that you may consider using during the week of your event. The items on this schedule are just examples. Use the options that work best for your students, and feel free to add your own ideas!

If you are hosting College App Week/Day at a location *other than a school*, the events listed below can be modified as time and resources allow. Before the event, do your best to communicate the need for students to bring their necessary information with them on the day they apply for college. If you have to limit your event to only one day, you may want to consider having a celebration time after all seniors have completed their applications.

Daily Announcements

- Each day, a college admission tip or fact can be presented during the morning and afternoon announcements. Seniors will also be encouraged to attend the day's or the following day's activities. Ideas:
    - *Monday* – Hey, seniors! It's College Application Week, and you can't enroll if you don't apply! Today's event is…
    - *Tuesday* – College graduates make about a million more in salary over their lifetime than non-college grads. Who wants to be a millionaire? Get involved in College App Week! Today's event is…
    - *Wednesday* – Worried about a job after high school? College grads have low unemployment rates compared to those that don't have a degree. High school dropouts are four times more likely than college graduates to be unemployed. Check out College App Week! Today's event is…
    - *Thursday* – Planning for college is a team effort. Who's on your team? Your parents, teachers, coaches and school counselor(s) are all here to help you during College App Week. Today's event is…
    - *Friday* – Seniors, we're wrapping up College App Week with a few reminders: Make sure you file a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1st to make sure you get all the financial aid you are eligible for. And remember, the FAFSA is a FREE application, so be sure to fill it out at the FREE website, FAFSA.gov.
- The day before College Application Day, make announcements in senior classes reminding them to bring their bio information and application fee.

Apparel

- Students and teachers can be encouraged to wear college clothing each day of the week.

Daily Events

Monday
- Whether you decide to do a pep rally or a presentation in an auditorium or cafeteria, a kickoff event will inform students of the week's activities and build enthusiasm, as well as encourage students to attend.

Tuesday
- Invite an expert you know to talk to your senior students about career exploration, college preparation and the financial aid process.
- Invite professionals from your community to mix and mingle with seniors who may be interested in their career field. Students are encouraged to dress in professional attire to practice professional networking during the event.

Wednesday
- Invite representatives from local colleges (or other colleges your seniors may be able to attend) to set up booths for an allotted time during the school day so students can ask questions and gather information about the colleges.

Thursday
- College App Week Event (College App Day)
  - During the event, students (by class, or by any other method that works best at your organization) will be brought to a computer lab with the application folder they've used to gather their information. Volunteers will help students apply to at least one college during this time. Students should also complete the online exit survey before they leave. Students who complete an application will receive an "I Applied" sticker. This may take more than one day, depending on the size of your senior class.
  - Provide a sign-in sheet for seniors to sign as they enter. As each student is leaving, gather information from them about: Number of applications, name(s) of college(s), and whether applications are complete or incomplete. This information will be used for reporting purposes later.
  - Be sure to stress the importance of protecting and destroying their biographical information worksheets and payment information when they're finished. Emphasize that this data can be used to commit fraud using their (or their parents') information.
  - If possible, provide a shredder for them to use to destroy documents containing sensitive information.

Friday
- Celebration
  - Whether you decide to do a pizza party, ice cream social or other event, students who completed at least one college application will be invited to celebrate their future.

The Day of the Event

Write this information on a whiteboard in large lettering that can be seen all over the room:
- High school code and high school address (include city, state & ZIP)
- Write out this link, needed for their exit surveys at the end: https://www.surveymonkey.com/r/QLGWN2X

Have copies of the "What's Next?" handout available.

Make sure students are prepared. On the day (or days) during your College App Week event when students will actually be completing college applications, follow the suggestions given on the Student Preparation page to make sure students arrive with everything they need to apply.

Welcome volunteers.
- Thank them for their participation.
- Inform them of the plan for the day including:
  - The assignment location
  - Break times
  - Lunch time
    - If lunch will not be available at your location, consider providing all volunteers a list or map of local restaurants.
    - Providing lunch for your volunteers is a great way to say thank you if at all possible.
  - The location of restrooms.
  - Let them know if they are required to check out in the main office before they leave for lunch and/or at the end of the event.

Welcome each group of students and explain the events for the day. Explain:
- The importance of applying to college.
- The goal of the day is for them to complete and submit at least one application of admission.
- They should feel free to ask a volunteer if they need help or if they have any questions about applying to, paying for, or attending college.
- They will still need to mail more documents to their colleges.
- They should protect their biographical and payment information carefully while they are completing their applications, and this sensitive information needs to be destroyed when they're finished.
- They need to complete the exit survey at https://www.surveymonkey.com/r/QLGWN2X when they're done with their applications.

Provide proper oversight. If the event is at a high school, staff should remain available throughout the event and should not expect volunteers to ensure students stay on task. Remember, the volunteers are there to help students complete the application process, not to discipline students.

College Application Week 2015

Student Name	# Apps Completed	College Name(s)	App Completed? YES NO		Follow Up Needed?

Information Regarding Application Fees & Fee Waivers*

The majority of Oklahoma's public colleges and universities will waive the application fees for students that participate in free and reduced lunch programs or have special financial considerations as determined by their high school counselors.

When students are submitting their online applications, they will need to check the box included on the application (if fees are required for that institution) that says they are requesting a fee waiver. The school will need to fax or mail the fee waiver request to the institution on behalf of the student.

With the exceptions of Northeastern State University (NSU), Southeastern Oklahoma State University (SE), and the University of Central Oklahoma (UCO), all of Oklahoma's public colleges will allow students to submit their applications without the fees included. Upon enrollment, if they do not receive the waiver, the fees will be included on the first bill/statement.

Please note: If students are applying to SE in Durant and need to request a fee waiver, they MUST print and submit the paper application. The online application cannot be transmitted without a credit card payment. You may want to consider having some SEOSU paper applications on hand for College App Day. The paper application can be found at: http://www.se.edu/future-students/files/2013/10/application_1213.pdf.

Students applying to UCO should submit their applications and immediately fax their fee waiver requests. When submitting a fee waiver request, the fax number is: **(405) 974-3841**.

This information is subject to change. Please note that MANY of Oklahoma's public colleges and universities do not require application fees. Students who do not qualify for fee waivers will need to contact their institutions to make arrangements to pay their fees. Contact information for all colleges and universities is available at OKcollegestart.org.

What Steps Do I Take?

Step 1: Research your options
Not every college is the same. Before you apply to any colleges, do your research to see if you meet the qualifications for admission. Most colleges include admission requirements on the "Admissions" pages at their websites.

In addition to ACT/SAT and Grade Point Average (GPA) scores, many colleges use a "holistic approach," taking multiple aspects of a student's application into consideration. They look at factors student applicants have experience with such as leadership roles, community service, extracurricular activities, volunteerism, employment, etc., and admit students based on a broad spectrum of attributes.

For more information, please review the admission standards provided by the Oklahoma State Regents for Higher Education using the PDF at https://content.xap.com/media/4668/admission-standards-2015-16.pdf.

Keep in mind that most colleges will accept an "either/or" list of qualifications, and provisional enrollment may be available for students who come close to certain requirements.

Step 2: Apply online
Once you know where you'd like to apply, use our list of college websites at http://www.ocap.org/CAW/websites.html to find each college's online application. While you can apply to as many schools as you like, each school may have an application fee.

The following charts contain some of the application fee amounts for Oklahoma colleges and universities. The amounts provided below are subject to change and we recommend you review application fees listed on each college's website before beginning your applications.

Regional Universities

University	Location	Application Fee
Cameron University	Lawton	$15
East Central University	Ada	$20
Langston University	Langston, OKC	No charge
Northeastern Oklahoma State University	Tahlequah	$25
Northwestern Oklahoma State University	Alva, Enid, Woodward	$15
Oklahoma Panhandle State University	Goodwell	No charge
Rogers State University	Claremore	$20
Southeastern Oklahoma State University	Durant	$20
Southwestern Oklahoma State University	Weatherford, Sayre	No charge
University of Central Oklahoma	Edmond	$90

Community Colleges

College	Location	Application Fee
Carl Albert State College	Poteau, Sallisaw	No charge
Connors State College	Warner, Muskogee	No charge
Eastern Oklahoma State College	Wilburton. McAlester	$15
Murray State College	Tishomingo	No charge
Northeastern Oklahoma A&M College	Miami	No charge
Northern Oklahoma College	Tonkawa, Enid	No charge
Oklahoma City Community College	Oklahoma City	$25
Redlands Community College	El Reno	Fee charged on enrollment
Rose State College	Midwest City	$15
Seminole State College	Seminole	$15
Tulsa Community College	Tulsa	$20
Western Oklahoma State College	Altus	No charge

Step 3: Follow up

After you've submitted your application, be sure to monitor your email and text messages for any items the college may request from you to complete your admission process. Be sure to note the date you submitted your application, and if you had to provide any follow up information.

Step 4: Watch for a response

Depending on when you apply, it could take several weeks to receive the results of your application. The results could come in the mail or electronically, so be sure to keep an eye out for any correspondence from colleges. If you're accepted, be sure to follow all additional instructions provided by the college. If you receive a regret notice, don't get discouraged. If it's a college you are really interested in, contact the admissions office and find out how close to meeting the criteria you are, and ask for a reconsideration of acceptance. You may be requested to provide additional information, but it will be worth the added follow up if you're accepted.

Oklahoma Public Colleges and Universities – Current as of May, 2015

Research Universities

Oklahoma State University, Stillwater — www.okstate.edu
OSU Center for Health Sciences, Tulsa — www.healthsciences.okstate.edu
OSU-Tulsa — www.osu-tulsa.okstate.edu
University of Oklahoma, Norman — www.ou.edu
OU Health Sciences Center, OKC — www.ouhsc.edu
OU-Tulsa — www.ou.edu/tulsa

Regional Universities

Cameron University, Lawton — www.cameron.edu
Cameron University, Duncan — www.cameron.edu/duncan
East Central University, Ada — www.ecok.edu
Langston University, Langston — www.langston.edu
Langston University, Tulsa
www.langston.edu/tulsa/langston-tulsa-academics
Northeastern State University, Tahlequah — www.nsuok.edu
Northeastern State University, Broken Arrow — www.nsuba.edu
Northeastern State University, Muskogee — www.nsuok.edu/muskogee
Northwestern Oklahoma State University, Alva — www.nwosu.edu
Northwestern Oklahoma State University, Enid — www.nwosu.edu/enid
Northwestern Oklahoma State University, Woodward — www.nwosu.edu/woodward
Oklahoma Panhandle State University, Goodwell — www.opsu.edu
Rogers State University, Claremore — www.rsu.edu
Rogers State University, Bartlesville — www.rsu.edu/bartlesville
Rogers State University, Pryor — www.rsu.edu/pryor
Southeastern Oklahoma State University, Durant — www.se.edu
Southeastern Oklahoma State University, Idabel — www.se.edu/mccurtain

Regional Universities, cont'd

Southwestern Oklahoma State University,
  Weatherford   www.swosu.edu

Southwestern Oklahoma State University,
  Sayre   www.swosu.edu/sayre

University of Central Oklahoma, Edmond   www.uco.edu

Public Liberal Arts University

University of Science and Arts of Oklahoma,
  Chickasha   www.usao.edu

Community Colleges

Carl Albert State College, Poteau	www.carlalbert.edu
Carl Albert State College, Sallisaw	www.carlalbert.edu/sallisaw
Connors State College, Warner	www.connorsstate.edu
Connors State College, Muskogee	www.connorsstate.edu
Eastern Oklahoma State College, Wilburton	www.eosc.edu
Eastern Oklahoma State College, McAlester	www.eosc.edu/mcalester
Murray State College, Tishomingo	www.mscok.edu
Northeastern Oklahoma A&M College, Miami	www.neo.edu
Northern Oklahoma College, Tonkawa	www.noc.edu
Northern Oklahoma College, Enid	www.noc.edu/enid
Oklahoma City Community College, OKC	www.occc.edu
Redlands Community College, El Reno	www.redlandscc.edu
Rose State College, Midwest City	www.rose.edu
Seminole State College, Seminole	www.sscok.edu
Tulsa Community College, Tulsa	www.tulsacc.edu
Western Oklahoma State College, Altus	www.wosc.edu

Technical Branches

Oklahoma State University Institute
  of Technology, Okmulgee   www.osuit.edu

Oklahoma State University-OKC   www.osuokc.edu

Higher Education Programs/Sites

Langston University, OKC	www.langston.edu/okc/langston-okc
Northern Oklahoma College, Stillwater	www.noc.edu/stillwater
University Center at Ponca City	www.ucponcacity.com
University Center of Southern Oklahoma, Ardmore	www.ucso.osrhe.edu

Private Colleges, Tribal Colleges & Technology Centers
In Oklahoma

Autry Technology Center, Enid	www.autrytech.edu
Bacone College, Muskogee	www.bacone.edu
Caddo Kiowa Technology Center, Ft. Cobb	www.caddokiowa.com
Canadian Valley Technology Center, El Reno	www.cvtech.edu
Central Technology Center, Drumright	www.centraltech.edu
Chisholm Trail Technology Center, Omega	www.cttc.edu
College of the Muscogee Nation, Okmulgee	www.mvsktc.org
Comanche Nation College, Lawton	www.cnc.cc.ok.us
Eastern Oklahoma County Technology Center, Choctaw	www.eoctech.edu
Family of Faith College, Shawnee	www.familyoffaithcollege.edu
Francis Tuttle Technology Center, OKC	www.francistuttle.edu
Gordon Cooper Technology Center, Shawnee	www.gctech.org
Great Plains Technology Center, Lawton	www.greatplains.edu
Green Country Technology Center, Okmulgee	www.gctcok.edu
High Plains Technology Center, Woodward	www.hptc.net
Hillsdale Free Will Baptist College, Moore	www.hc.edu
Indian Capital Technology Center:	www.ictctech.com
Muskogee, Sallisaw, Stilwell, Tahlequah	
Kiamichi Technology Center:	www.ktc.edu
Antlers, Atoka, Durant, Hugo, Idabel, McAlester,	
Poteau, Spiro, Stigler, Talihina, Wilburton	
Meridian Technology Center, Stillwater	www.meridiantech.edu
Metro Technology Centers, OKC	www.metrotech.edu
Mid-America Christian University, OKC	www.macu.edu
Mid-America Technology Center, Wayne	www.matech.edu
Mid-Del Technology Center, Midwest City	www.middeltech.com
Moore Norman Technology Center	www.mntechnology.com
Northeast Technology Center:	www.netech.edu
Afton, Claremore, Kansas, Pryor	
Northwest Technology Center:	www.nwtech.edu
Alva, Fairview	
Oklahoma Baptist University, Shawnee	www.okbu.edu
Oklahoma Christian University, Edmond	www.oc.edu
Oklahoma City University	www.okcu.edu

Oklahoma Wesleyan University, Bartlesville	www.okwu.edu
Oral Roberts University, Tulsa	www.oru.edu
Phillips Theological Seminary, Tulsa	www.ptstulsa.edu
Pioneer Technology Center, Ponca City	www.pioneertech.edu
Pontotoc Technology Center, Ada	www.pontotoctech.edu
Red River Technology Center, Duncan	www.rrtc.edu
Southern Nazarene University, Bethany, Tulsa	www.snu.edu
Southern Oklahoma Technology Center, Ardmore	www.sotc.edu
Southwest Technology Center, Altus	www.swtech.edu
Southwestern Christian University, Bethany	www.swcu.edu
St. Gregory's University:	www.stgregorys.edu
Shawnee, Tulsa	
Tri County Technology Center, Bartlesville	www.tricountytech.edu
Tulsa Technology Center:	www.tulsatech.edu
Broken Arrow, Owasso, Sand Springs, Tulsa	
University of Tulsa	www.utulsa.edu
Wes Watkins Technology Center, Wetumka	www.wwtech.org
Western Technology Center, Burns Flat	www.westtech.edu

Private, For-Profit Colleges

Academy of Hair Design, OKC	www.academyofhairdesignok.com
Academy of Salon and Spa, Tahlequah	www.academysalonspa.com
American Broadcasting School, OKC	www.radioschool.com
American Institute of Medical Technology, Tulsa	www.aimt.edu
Beauty Technical College, Tahlequah	www.beautytechnicalcollege.com
Broken Arrow Beauty College:	www.babeautycollege.com
Broken Arrow, Tulsa	
Brown Mackie College:	www.brownmackie.edu
OKC, Tulsa	
Career Point College, Tulsa	www.careerpointcollege.edu
Central State Beauty Academy, OKC	www.csbaokc.com
Central State Massage Academy, OKC	www.csmaokc.com
Claremore Beauty College	www.claremorebeautycollege.com
Clary Sage College, Tulsa	www.clarysagecollege.com
Community Care College, Tulsa	www.communitycarecollege.edu
Cosmetology Schools, Inc., Stillwater	www.stillwaterbeautyacademy.com
Cutter's Edge School of Cosmetology, Cushing	www.cuttersedgeschool.org
DeVry University, OKC	www.devry.edu
Enid Beauty College	www.enidokbeautycollege.com
Eve's College of Hairstyling, Lawton	www.goelitecollege.com
Heritage College, OKC	www.heritage-education.com
Institute of Hair Design, Shawnee	www.ihdbarbercollege.com
ITT Technical Institute:	www.itt-tech.edu
OKC, Tulsa	
JB's Hair Design and Barber College, OKC	www.jbsbarbercollege.org
National American University, Tulsa	www.national.edu/locations
Oklahoma School of Photography, Moore	www.schoolofphotography.edu
Oklahoma Technical College, Tulsa	www.oklahomatechnicalcollege.com
Paul Mitchell, The School, Ardmore	www.paulmitchell.edu
Paul Mitchell School, Norman	http://norman.paulmitchell.edu/
Platt College:	www.plattcolleges.edu
Lawton, Moore, OKC, Tulsa	
Ponca City Beauty College	www.poncacitybeautycollege.com
Pryor Beauty College	www.pryorbeautycollege.com

River Valley Cosmetology Institute, Poteau   www.rivervalleycosmetology.com
Shawnee Beauty College   www.shawneebeautycollege.com
Southern School of Beauty, Inc., Durant   www.southernschoolofbeauty.net
Spartan School of Aeronautics & Technology,   www.spartan.edu
    Tulsa

Standard Beauty College of OK, Sand Springs   www.sandspringsbeautycollege.com
Technical Institute of Cosmetology Arts &   www.ticas.edu
    Sciences, Tulsa

Tulsa Welding School   www.weldingschool.com
University of Phoenix, OKC or Tulsa   www.phoenix.edu
Vatterott College: www.vatterott.edu
    OKC, Tulsa
Virgil's Beauty College, Muskogee   www.virgilsbeautycollege.com
Virginia College, Tulsa   www.vc.edu
Woodward Beauty College   www.woodwardbeautyschool.com
Wright Career College: www.wrightcareercollege.edu
    OKC, Tulsa
Yukon Beauty College   www.yukonbeautycollege.com

Request for Waiver or Deferral of College Admission Application Fee

To Director of Admissions:

Please consider waiving or deferring payment of the college admission application fee for **<INSERT STUDENT NAME>**. The student meets the requirements in one or more areas to qualify for an admission fee waiver. Based on my knowledge of the student's circumstances, I believe that payment of the college admission application fee would be a hardship. I appreciate your consideration.

Sincerely,

<INSERT NAME>

<INSERT TITLE>

<INSERT SCHOOL NAME>

Post College App Week Activities

Follow-up is critical in ensuring a successful College App Week campaign. After all the dust has settled, don't forget these simple steps.

1. Use your sign-in sheets to remind you of those students who started an application but were unable to complete one. Follow up with each of these students and assist them in any way you can. You may want to enlist the help of others if you have a large number of students who were unable to finish their applications.

2. Remind students to send any appropriate supporting documentation to their colleges, and remind them to pay attention to deadlines imposed by the schools. They may still need to submit:
   - Fee waiver forms
   - High school transcripts
   - Application fees

3. Stress the importance of the FAFSA to your students. Make sure they're aware they can complete the FAFSA as early as January 1 in their senior year. Let them know that some types of financial aid run out quickly, so it's important that they complete their FAFSAs as soon as they can. You may wish to invite a college representative or an OCAP outreach specialist to your location in December or early next year to go through the FAFSA and financial aid process with students and parents. Evening events seem to work best for these sessions. Contact a college representative, or call OCAP at 234.4239 in the OKC metro, or 1.866.443.7420 (toll free) to arrange a FAFSA/Financial Aid presentation.

4. Pat yourself on the back! You pulled it off! And you can celebrate the fact that you've made a significant difference in the lives of the students who've made the decision to go to college. Thank you for your hard work and your dedication to Oklahoma's youth.

Site Coordinator Checklists

The following table is designed to provide guidance in your planning for College App Week (CAW). These are the steps we believe will be necessary to complete at most CAW sites, but every step may not be practical for your situation. Use the blank rows for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist. If you have questions, feel free to call (800) 858-1840, or email your question to CounselorInfo@osrhe.edu.

October			
Status	Due Date	Task	Notes
		Review the CAW implementation guide and contact us with any initial questions. (See phone number given above.)	
		Determine the week or date for your event and follow the link below to register your event with the Oklahoma College Access Network (OK-CAN). https://www.surveymonkey.com/r/KDN32TP	
		Reserve a computer lab or other appropriate space for your CAW activities.	
		Add CAW activities to the master calendar used by your school or organization.	
		Distribute the CAW Volunteer Packet handouts (in implementation guide). Encourage volunteers to brainstorm ideas for other activities.	*
		Send a notice about CAW home to parents encouraging them to talk with their students about the event and the college application process. (A **Parent Letter template** can be found in your implementation guide.)	
		Solicit door prizes from area colleges and businesses. It's a good idea to put someone on your committee in charge of this task. (A **Donation Request Letter template** can be found in your implementation guide.)	

Late October/Early November			
Status	Due Date	Task	Notes
		Recruit volunteers. (A Volunteer Request Letter template can be found in your implementation guide.)	
		Create a detailed schedule of CAW activities and distribute it to teachers, school staff, co-workers and volunteers.	
		Send a notice home with students to inform parents about your CAW events.	
		Distribute student packets (from the implementation guide) and encourage students to review the **College Application Checklist** and complete the **College Choices Worksheet**.	
		Hang up posters and other signs around your building to advertise the event. (OK-CAN will send posters to you after you register for the event.)	
		Check computers to ensure that no pertinent websites will be blocked by your school, district or organization. Particularly critical are OKcollegestart.org and college/university websites.	

November			
Status	Due Date	Task	Notes
		Confirm the participation of your volunteers.	
		Consider a press release to your local media outlets to invite them to your event.	
		Print a comprehensive list of seniors that can be used as a sign-in sheet during your CAW event (or use the one provided in your implementation guide).	
		Customize your fee deferral form (from the implementation guide) and print copies to have on hand during your event.	
		Remind students to complete the Quick Answers and College Choices worksheets and bring them to your site's CAW event.	
		Host CAW at your site. (See **The Day of the Event** page in your implementation guide.)	

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After Oklahoma College App Week (Late November/Early December)			
Status	Due Date	Task	Notes
		Send thank you notes to volunteers and donors who supported CAW. (A **Volunteer Thank You Letter** template can be found in your implementation guide.)	
		Encourage students to work with you and other staff to complete any additional applications, apply for financial aid and scholarships, etc.	

Volunteer Coordination

Never underestimate students' need for help! Exit surveys of similar events have shown overwhelmingly that students considered the event a major factor in their decision to apply to college. Volunteer support is crucial to holding an event that will positively impact the students.

Consider setting up an online volunteer registration form. Many free online survey tools are available to help with this task. It can be helpful to collect the following information on the volunteer registration form:

- Volunteer name
- Email address
- Phone number
- Affiliation (name of postsecondary institution, company, nonprofit or government agency)
- Area of expertise
- Hours available

Follow your school's security policy. Once you have received your volunteer sign-ups, remember to allow for enough time to conduct any necessary background checks, if your school policy requires this.

Utilize student and other leadership in the school as volunteers for the event.

Enlist teachers. They can volunteer during a planning period and/or to dedicate class time for college-related activities, such as writing college essays, researching earning potential of college graduates, etc.

Identify contacts in the community. Civic groups and community organizations may be interested by donating time and/or resources. Examples are: school alumni, parents and families of students, PTA members, senior citizens, church groups, college students, college representatives, and business, community and political leaders.

Stress that College App Week events are not a recruitment opportunity for colleges. College representatives are highly encouraged to attend, but they should not be allowed to use the event as a recruiting tool. Volunteers should help students during the application process and should not simply communicate information about their colleges.

Have plenty of volunteers. It is recommended that you plan to have one volunteer for every four or five computers in use during the event. Extras may be needed to assist with sign-in, printers, etc., and to provide the opportunity for volunteers to take breaks.

Communicate with volunteers early and often. Create a system such as an email distribution list or regular updates via text message. Be sure to contact all volunteers ahead of time to provide them with specifics such as parking, when to arrive, where to go to check in, options for lunch, etc.

Assign each volunteer a specific responsibility. Take into account areas of expertise (e.g. greeting students, helping students complete their applications and exit surveys, answering financial aid questions, etc.). Consider collecting areas of expertise during the volunteer registration process to facilitate the volunteer assignment.

Provide volunteers with a printed schedule. Include lunch times and breaks when no students will be in the lab/media center/classroom.

Follow up with a thank you letter. Write to all participating volunteers, thanking them for their dedication and support in making the event a success. This is a great way to leave volunteers with a positive feeling towards the event and to increase the chances they will volunteer again.

Volunteer Task List

When assigning tasks to volunteers, consider the expertise and comfort level the volunteer has with the various roles you may need to fill that day. Just having volunteers present at the event is powerful, demonstrating to the students that members of the community see education as an important goal. Below are some ideas for tasks that may be assigned to the volunteers at your organization.

- Learn the proper log-on procedures at this location, preferably before students begin to arrive.
- Greet students as they arrive at the computer lab (or location of the event). Direct each student to the sign-in sheet.
- You may want to have students go ahead and open the exit survey https://www.surveymonkey.com/r/QLGWN2X.
- The window can then be minimized and used at the end of the session.
- Help students locate the appropriate websites and begin their applications.
- Move around the room and help guide students through the applications, answering any questions the students may have. Use the college website pages and the information about registration fees and waivers provided in the Volunteer Packet for reference.
- Monitor printers to ensure that any applications for confirmation pages that need to be printed remain in order and get to the appropriate students. Replenish the paper supply if needed.
- Talk with students and share personal college experiences. Answer questions students may have about college life in general.
- As students finish their applications, guide them to complete the online exit survey at https://www.surveymonkey.com/r/QLGWN2X.
- Give each student who completes an application an "I Applied" sticker and a "What's Next?" handout.
- Congratulate students on applying to college and remind them to share their experience with others!

Finally, remember to thank your volunteers for their time and support. Follow up with a thank you note or letter and encourage them to stay involved with your organization or to participate in the event next year.

Volunteer Information for College App Week

Welcome to College App Week! We appreciate your support in making college a reality for our students. Please use this information sheet to familiarize yourself with more information about College App Week.

- College App Week (CAW) is an event sponsored by GEAR UP, the Oklahoma College Access Network (OK-CAN), the Oklahoma College Assistance Program (OCAP), and our school/organization.

- The goal of CAW is to provide every graduating high school senior with the opportunity to apply to college, with particular focus on helping first-generation students and students who may not otherwise apply to college.

- Students have been encouraged to research different colleges and universities in order to find the best fit for them. There are several online resources available for students to use for research, including www.OKcollegestart.org.

- Students have been prepared in advance to gather information needed to answer some of the more common questions on admission applications.

- Students may have questions about application fees or waivers. Students have been asked to research application fees ahead of time and be prepared to pay any necessary fees. If students think they may be eligible for a fee waiver (typically based on family income), please refer them to the school counselor.

- In order to be eligible for federal, state and some institutional aid, college applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of their senior year. Encourage students to work with their parents to learn more about this process. If they have specific questions about financial aid, refer them to the school counselor, or to another volunteer in the room who has experience with the financial aid process.

What's Next?

Congratulations! You've taken the first BIG step in the process of going to college—you've filled out an application! Below is a list of other important steps you need to take to continue on your path to college.

- ☐ **Follow up with transcripts and test scores.** Completing an online or paper college application doesn't mean you're finished submitting everything the college requires. It's important to find out what additional information is required from the school(s) that received your application(s). Many schools will want copies of your ACT or SAT scores, as well as an official copy of your high school transcript.   Date completed: _____

- ☐ **Give the schools time to contact you.** Most colleges will acknowledge the receipt of an admission application. Check with your school counselor to find out when you can expect to hear back from the schools you applied to regarding the status of your application. Also, once you've made a decision on where you want to go, let any other schools where you were accepted know that you are declining their offers of admission.   Date completed: _____

- ☐ **Build your financial aid plan.** With the Financial Aid Wizard, you can find out how much financial aid you may receive and what you may have to pay out of pocket at the colleges to which you've applied. Find the FA Wizard at: https://secure.okcollegestart.org/Financial_Aid_Planning/Your_Financial_Aid_Plan/Financial_Aid_Wizard/Financial_Aid_Wizard.aspx. If you need help, check with your counselor or talk to a financial aid officer at your school of interest.
                Date completed: _____

- ☐ **Research scholarships and financial aid.** Now that you've applied to college, you need to seriously consider how you will pay for your college education. Make sure you research scholarships and stay on top of scholarship application deadlines. Also attend a financial aid night with your parents, if your school offers one, to learn more about federal and state financial aid programs.
                Date completed: _____

☐ **Complete your FAFSA as soon as possible after January 1st.** The Free Application for Federal Student Aid (FAFSA) is the application you will use to apply for federal, state, and even some institutional financial aid. To allow the maximum time to compare and consider award offers from colleges and meet application and admission deadlines, you need to sit down with your parents to complete your FAFSA as soon as possible after January 1. Go to FAFSA.gov to learn more about the FAFSA and to start your financial aid application.
Please note: You should never have to pay to complete your FAFSA. Be sure you go to FAFSA.gov and *not* any other website. Other websites will expect payment. Remember that the first F in FAFSA stands for FREE.

Date completed: _____

☐ **Complete on-campus housing forms**. If you think there is a chance that you may live on campus at a college you applied to, be sure to complete the housing forms as soon as they are available. At some schools, dorms fill up quickly, and you don't want to miss out on a spot because you waited too long to turn in your forms.

Date completed: _____

☐ **Sign up for the earliest registration and orientation schedule possible.**
Once you have been accepted to college, you will need to register for classes and eventually attend an orientation. Look for registration and orientation dates at your college, and try to sign up for the earliest date available to you so you can get the classes you need or want to take.

Registration date: _____

Enrollment date: _____

These are some of the most important steps you need to take once you've applied to college. For other advice or for more ideas on what you need to do to prepare yourself for your transition to college life, talk to your counselor, parents or other trusted adults whom you know have been through this process themselves. Excellent job—you are on your way to college!