

ARIZONA  GEAR UP

College Application Campaign – 12th grade

TOOLKIT

With thanks to our partner, the Arizona Commission for Postsecondary Education, whose College Application Campaign resources can be found at <https://collegegoal.az.gov/join-arizona-college-application-campaign> and to Go College NY for providing helpful information that we were able to utilize while creating this tool kit. Their toolkit can be found at www.gocollegeny.org/apply/tool-kit.html.



College Application Event – 12th Grade Year ♦ T O O L K I T

PURPOSE

The purpose of hosting a college application campaign is to provide GEAR UP students with structured time, space, and a supportive environment to complete application(s) to postsecondary institutions– this includes institutions that offer certificate programs, community colleges, and universities.

OBJECTIVES

The objectives of hosting a college application campaign include:

- All students are encouraged and supported to complete one or more application(s) to a postsecondary institution.
- Cultivate the college-going culture of a school
- Increasing the likelihood that GEAR UP students will continue their education after high school

STUDENT GRADE-LEVEL

This toolkit is intended for AZ GEAR UP schools implementing a college application campaign or event for GEAR UP seniors.

TARGET AUDIENCE FOR TOOLKIT

This toolkit is written for GEAR UP Coordinators. However, school administrators, teachers and other college access professionals – any one responsible for encouraging and creating a college going culture -- can potentially benefit from this toolkit.

TOOLKIT CONTENTS

This toolkit includes the following:

- Background Information: The What and Why of College Application Campaigns
- Steps to a Successful College Application Campaign
- Sample and Supporting Documents:
 1. Personal info & college application worksheets
 2. Sample agenda
 3. Sample volunteer invitation
 4. Sample cover sheet for volunteer packet.
 5. Sample sign-in/sign-out sheet
 6. Sample post-event student survey
 7. Sample college visuals
 8. Sample college application tracking table
 9. Sample college application must-dos and tips handout
 10. 'I Applied. What's Next?' handout
 11. AZ university fee waiver information
 12. Sample parent letter
 13. Sample social media posts
 14. Sample visuals
 15. Sample press release
 16. Sample volunteer survey
 17. Sample thank you letter to staff
 18. Sample volunteer thank you letter
 19. Post-event letter to parents
 20. Sample post-acceptance checklist



What is a College Application Campaign?

College Application Campaigns are hosted **each fall** at high schools around the country. The purpose is to provide assistance, encouragement and excitement for the college application process, focused especially on students from backgrounds historically under-represented in higher education and students who will be the first in their family to complete college, with the goal that every graduating high school senior will have the opportunity to apply to at least one college. The format or structure of College Application Campaigns varies from state to state and even school to school, and the various approaches are described later in this toolkit.

AZ GEAR UP is aware that College Application Campaigns can take on a highly “transactional” quality when the people involved in planning and hosting them focus solely on the goal of having every student complete at least one college application. In this toolkit, therefore, AZ GEAR UP emphasizes the need to ensure each student uses the time and support provided during the college application campaign to apply to the colleges that are a good fit for him or her, and that follow up is done with each student after the event, to ensure they know how to access their admission information, understand their financial aid offers, and take the necessary steps to enroll and matriculate into the college of their choice. This more holistic approach, grounded in relationships, is more likely to have a positive impact on our ultimate goal, which is, of course, to actually have more students attend college.

Why host a College Application Campaign?

- One of the goals of GEAR UP is to increase the postsecondary enrollment rate for low-income, minority, and first-generation students. This is clearly a worthwhile goal in light of these two facts:
 - Compared to high school graduates, students who complete some form of postsecondary education are more likely to: do work they enjoy; have more stable employment even through economic downturns; earn more money over their lifetime; make a difference in their community; and even to be healthier and happier.¹
 - By 2020, 65% of all jobs in the economy will require postsecondary education and training beyond high school.²
- Students from more affluent families and communities, whose parents have gone to college, and who speak fluent English generally have access to information about, and assistance in, the complex college application, selection, and admission process that GEAR UP students do not;
- And we believe that all students should have equal access to information and resources when making choices about their future.
- School-hosted College Application Campaigns are a way to level the college admissions ‘playing field.’ They provide all students at a school, or in a community, the opportunity to apply to at

¹ <https://www.luminafoundation.org/files/resources/its-not-just-the-money.pdf>

² cew.georgetown.edu/cew-reports/recovery-job-growth-and-education-requirements-through-2020/



least one postsecondary institution, with the assistance of teachers, counselors, college-access professionals, college admission representatives, and/or other volunteers who have an interest in the students' success and who are knowledgeable about the college application process.

- At College Application Campaign events, students have access to needed resources to which they may not otherwise have access. These resources include dedicated time, knowledgeable adults, computers, internet connection, application fee waivers, and more. Many students, especially those who are first-generation college-bound and low-income, may not apply to college without such support.
- A College Application event alone cannot increase the postsecondary enrollment rate for a high school. But it is a logical first step, along with FAFSA assistance events, because students won't, and can't, go to college if they don't apply. And, for many students who simply don't believe they are "college material" or who don't believe that they could afford to go to college, getting an acceptance letter and a financial aid package can completely change their post-high school trajectory.



Steps to a Successful College Application Campaign

GEAR UP Coordinators are advised to use the checklist below, in conjunction with the referenced resources, which are included as downloadable, editable attachments in this toolkit, to plan and host a successful College Application Campaign at their School.

PRE-CAMPAIGN PREPARATION

☐ **Review Arizona GEAR UP Event Standards**

A College Application Campaign entails one or more events. As you approach each of the steps below, ensure you comply with relevant requirements set forth in the standards.

☐ **Join the statewide effort/get external support**

The Arizona Commission for Postsecondary Education has as part of its strategic plan “to implement strategies to inform and assist students and families toward education goals, including College Application Campaigns.” Contact them to sign up and receive materials, volunteers, templates, visuals, swag, prizes, scripts, and other support. They even have training materials for coordinators of college application campaigns. See more at:

<https://collegegoal.az.gov/join-arizona-college-application-campaign>

☐ **Review data from your students’ junior year Postsecondary Education Planning Sessions (PEPS) and the application deadlines of the schools they want to attend**

PEPS data will inform on the colleges, universities, and technical institutes that the majority of your students want to attend after graduation. That data will help you determine which postsecondary institutions to ask for assistance, swag, and application fee waivers, and, in combination with the application deadlines of those schools, will help you identify the best time frame for hosting your Campaign.

☐ **Review / consider different campaign structures**

- **A full day event** at which every senior-level English or Econ/Government class rotates through one or several computer labs. Volunteers in each computer lab are equipped to help any student with any college application.
- **A multiple day event** over the course of a week or a month, where students are pulled-out of pre-designated elective classes to a computer lab. Ideally pull-outs are based on first-choice college, and someone with expertise in that college’s application process (e.g., an admissions rep) is available to assist students, and provide application fee waivers, as each group of students is pulled out. But pull-outs can be based on alpha-order, elective period, or other convenience factors.
- **A one class period event**, the time of which varies for students, based on their advisory period. In this approach, all seniors complete a college application during an advisory period that is already embedded in their school schedule. Students can use their student laptops, if applicable. At least one volunteer is designated to each classroom to support teachers and assist students with their applications.
- **A day with an alternate school schedule** where all seniors are assigned to go to a particular classroom/computer lab based on their first-choice school. Volunteers in each



classroom are most familiar with the college applications for that particular college. During that 1-2 hour period, underclassmen participate in another college-themed lesson (college fair, assembly, virtual college-tour, ACT test prep, etc.).

- **A series of days** where students participate in a college fit lesson one day, a college search lesson another day, completing a College Application Worksheet (Personal Information page of the Senior Launch Guide³ and a College Application Worksheet- **See Attachment 1**), one day, and finally completing at least one college application on the last day or two.

☐ **Assess needs and resources.**

- **Student needs** – consider your students’ level of familiarity with the college application process, the amount of time they have spent researching colleges that they are interested in attending, preparedness with personal information that will be asked on college applications, and the colleges they are interested in applying to. Are students in your school interested in applying to schools that use the Common Application or Coalition Application? If so, is there a large enough group to warrant a need for a large space (e.g., auditorium)/session for this, or can this be accommodated in regular, smaller classrooms or computer labs?
- **Space and technology available** – computers, laptops, computer labs, classrooms to accommodate the available technology, and the internet available on your campus. How many students can complete a college application online at one time based on the access to space and equipment at your school? This will also influence the structure of your event (one class period/one day, multi-day; large group/small group)
- **Staff and volunteers available** – number of staff and/or volunteers needed to properly staff every classroom/space where the college application event will take place.

☐ **Meet with your principal**

Discuss event goals and structure preferences, select date(s), time(s), location(s), and the support team for the event. Ask about any district policies and procedures relevant to event planning that you should be aware of such as reserving space, the volunteer approval process, etc.

☐ **Create a project management plan, with deadlines, to ensure that all tasks are completed on time**

Consider procedures and deadlines for your school/district (room reservations, etc.) as well as the availability of representatives to volunteer at your event from the universities and colleges where most of your students are interested in applying, and their application deadlines.

³ Arizona GEAR UP created the Senior Launch Guide as a practical resource for teachers, counselors and parents to help high school seniors navigate the many unfamiliar steps required to “launch” successfully into their chosen life after graduation. It is available for download here: <https://in.nau.edu/gear-up/senior-guide/>. In addition, schools that attend training on its use and commit to certain requirements may receive hard copies of the Guide for their seniors.



☐ **Create a committee to plan your campaign event(s)**

Consider counselors, teachers, administrators, students, parents/guardians, college admissions staff/recruiters, and other community members.

☐ **Set a goal**

For many schools, the goal is that all seniors apply to at least one postsecondary institution. Some schools encourage students to apply to multiple institutions. Your goals and the structure of your campaign (one class period, one day, multiple dates) are related. You know your school best – what is going to be most successful for your students? It is okay to start out small the first year and grow from there!

Tip: Some schools establish a goal for their college application event, that every senior will apply to the local community college. The upside to this is that every student will be accepted to one postsecondary institution, ensuring every student has at least one post-high school option. The downside, however, is that does not align with every student's individual goal and therefore has little meaning for many students, can be viewed as a waste of time, and can lead students to believe you don't really know them or care about them. To ensure your College Application Event is meaningful to your students, if you set this as one goal, be sure you also give students the opportunity to apply to at least one more school of their choice during your event.

EVENT PLANNING

☐ **Determine the date(s) and time(s) for the College Application Event(s).**

Pick date(s) conducive to obtaining volunteers, within the appropriate deadline for colleges, as well as the availability of space and tech support. Note: the statewide Arizona College Application Campaign is typically in October/November, to coincide with application deadlines for the three state universities.

☐ **Reserve the space and equipment needed for the event(s).**

Check with the technology department at your school/district or include them on your team to ensure that the computers/ laptops that will be used during the event are functioning properly. Request computer login usernames and passwords for guests (if needed for volunteers, students who forget theirs, and/or for new students). Request support from that department to ensure the laptops are fully charged and updated for the event and that someone is available should issues arise during the event. If possible, have extra chargers available during the event(s).

☐ **Create the schedule/agenda for the event**

The agenda will be based on your assessment of your students' needs, school resources/space, and the event structure your committee has chosen. **See sample agenda in Attachment 2**



☐ **Select the team who will provide support during the event and define roles.**

- **Identify school staff** who will support the event. This can include:
 - members of your planning committee
 - classroom teachers, such as advisory teachers or senior teachers who are in the classrooms where your event will take place
 - school counselors
 - support staff
 - administration
- **Identify volunteers** who can support the event. Volunteers should include admission representatives from local universities and colleges (especially those the majority of your students plan to attend). They may also include college access professionals from your local College Resource Center (NACRC in northern AZ, Phoenix College Depot or Tempe's College Connect in the valley, or the Metropolitan Education Commission's Regional College Access Center in southern Arizona), staff/volunteers from the Arizona Commission on Postsecondary Education, EMA Mobilizers, community members, or parents. Keep a spreadsheet of all volunteers' contact information including email and mailing addresses for reminders prior to the event and thank you letters after the event.
- **Invite identified staff and volunteers to participate in the event.** School staff may only require an informal invitation at a staff meeting, an email from the principal (in which staff may be invited or may be "volun-told" to participate in the event), or a conversation. Community volunteers may require a more formal invitation such as an email, phone call, or in-person meeting. **See sample in Attachment 3.**
- **Define and communicate roles.** Determine the role each staff or volunteer will play during the event. Staff and volunteers can be primarily responsible for helping students complete college applications, while classroom teachers monitor students to ensure they are on-task. Certain 'floating' staff (e.g., district IT staff; computer science instructors) can be assigned to troubleshoot technology issues. Some staff and volunteers can be asked to take pictures and video during the event. A specific staff member can be the designated media contact in case members of the media cover the event.

☐ **Prepare/Create the materials you'll need for the College Application Event.**

- **For staff and volunteers:**
 - FAQs on how to apply for college
 - logistical information such as the day's schedule
 - the name and organization of the volunteer/staff with whom they will work
 - information on troubleshooting issues with technology that may arise, and how to call for tech support. **See Sample Cover Sheets for Volunteer Packets, Attachment 4.**
- **For classrooms/event space:**
 - sign-in/sign-out sheet or another way to take attendance and track applications (**See sample, Attachment 5**)



- post-event survey to collect information on the colleges to which students applied (**See sample, Attachment 6**)
- signs to post outside classrooms indicating which groups of students are scheduled to be there
- signs to post inside the classrooms that includes wifi passwords, helpful links, and/or motivational quotes
- any college visuals you've created or had donated (**see Attachment 7**)
- **For students:**
 - copies of their individual unofficial transcripts
 - their individual completed College Application Worksheets and Personal Information Pages from the Launch Guide (**see attachment 1**)
 - college application tracking table (**see Attachment 8**)
 - college application must-dos and tips handout (**see Attachment 9**)
 - "I Applied. What's Next" handout (**see Attachment 10**)
- **For staff and/or students:**

List of, and materials for, supplemental activities students can do after they finish applying for colleges. Activities may include:

 - getting a Federal Student Aid (FSA) ID
 - applying for scholarships (provide scholarship list)
 - researching the cost of attendance at the colleges to which student applied
 - researching first-year student programs at colleges to which student applied
 - researching major and program of study
 - writing exercise with prompt to reflect on what they believe the college experience will be like
 - completing classroom assignments

☐ **Prepare your team**

Clearly communicate the purpose and goals of the campaign with every participant – students, staff and volunteers. In addition to that, staff and volunteers will need different types of information, depending on their involvement in planning and/or their role during the event(s). Assess which information each participant needs and decide how you will share the information (meetings, emails, phone calls, etc.). The information you share may include:

- **Logistics/Process** – event date, time, location, and duration. All volunteers should know what time they are to arrive and how to check in (at least 30 minutes before the event begins). Each room being deployed for the event should have the day's agenda; computer log-in information, wifi name and password; list of links (URLS) students for college applications being completed in that room; supplemental activities for students to do when they are done applying for colleges; and any additional handouts or collateral materials you have prepared for the event, per checklist item above.
- **Basic refresher on college applications** - some volunteers may need information on how to access college applications, what is typically asked on college applications, how to help students understand questions related to self-reporting their courses and grades, and/or other items on college applications that are frequently misunderstood, FAQs, information on how your school sends official transcripts, and how to access fee waivers, if they are available (**See Attachment 11 for AZ University Fee Waiver**



information). If you have volunteers who need this type training/orientation, schedule it 1 day to 1 week before the event, if possible so that the information will be fresh in their minds.

- **Role** – inform all participants of their role at the event (purpose for being there and assigned responsibilities).
- **Give the front office a copy of the master schedule** for the day's event, at least one day in advance, so they can prepare to direct volunteers, parents, and answer students' and staff questions. If students are assigned to specific classrooms, provide the front office with an electronic/searchable copy in case specific students need to be contacted.

☐ **Prepare Students**

For College Applications

- If your Launch Guides have not been incorporated into a course that ensures every senior will have completed the Personal information Form in it, work with teachers to have students complete pre-application preparation forms (such as the **College Application Worksheet** and/or the **Student Personal Information Form [Attachment 1]**) at least a week before your event, so that students are more efficient on application day.
- Consider hosting a college application lesson either by working with classroom teachers or led by School Counselors. The lesson can cover the general college application process, the importance of application deadlines, the different types of applications (school/online, Common Application, and the Coalition Application), and ways to prepare to apply for college.
- Tell students how they can request official high school transcripts (e.g., form in registrar's office, online through Parchment™ or Naviance™, etc.), how to obtain ACT/SAT scores, and how to request and submit college application fee waivers, if available. (**See Attachment 11**)
- Work on college essays and scholarship essays as part of a class writing assignment. Provide writing prompts from the Common Application and/or the University of Arizona (the only institution in AZ with an optional essay) to teachers/students. Check college websites to get the current year's prompt.
- Ensure every student has an unofficial copy of their transcript at hand as they fill out their application(s).

For the Event

- Clearly communicate the goal, logistics, and expectations for the event to students. For example, inform them if they will remain in their regular classrooms or if they will need to go to a different classroom based on the postsecondary institution to which they will be applying.
- Remind them to complete and bring their transcripts and college application preparation forms / Launch Guides with them.



For what to expect after submitting college applications

- Inform students of what will happen after they submit a college application, and what they will need to do next. **See “I Applied. What’s Next” handout (Attachment 10)** for an example of a post-application checklist.

☐ **Communicate with Parents**

Send an email, letter, text, or an all-call phone call to inform parents of the event and its purpose. Include an opt-out photo-release they can return if they do not want their child’s photos taken/used (e.g., posted on social media or the school’s website after the event). **See Attachment 12 for an example.**

☐ **Build enthusiasm about the Campaign and its purpose.**

Ideas include:

- Host an assembly, activity, or show a video prior to the application event to motivate students and inform them about college fit options.
- Promote the event utilizing social media, intercom announcements, school visuals, and letters or postcards to families prior and post event. **See examples in Attachment 13.**
- Encourage students, volunteers, and staff to wear college-themed attire the day of the event. **See Attachment 14**
- Buy “I applied” stickers, or make print outs for students to fill out and display. **See samples in Attachment 14**
- Buy or create “Ask me about college” stickers or college pennants for staff to utilize prior to the event. **See samples in Attachment 14**
- Consider raffling or giving awards and/or prizes for students who complete an application or create a school-wide goal and reward classrooms or the full senior class for meeting that goal. Rewards can include college-themed items, extra credit, a no-uniform day pass, and/or other donated items.
- Invite local media representatives or send press releases. **See sample press release in Attachment 15**

EVENT DAY IMPLEMENTATION

- ☐ **Set up a check-in/check-out table** with assigned staff at the front of the school to welcome volunteers, give them nametags, and guide them to the correct location for a short informational training. If members of the media attend the event, they will also check in and out at the front desk. Ensure front desk staff know who to call to guide them around the school



and share important highlights of the event. Place a Survey Drop Box on this table for volunteers to drop their feedback surveys off as they leave.

- ☐ **About 30 minutes before** the students are scheduled to begin their applications (or begin moving to the rooms where they will complete their applications), all volunteers and school staff deployed to the event, gather at designated location where the event coordinator covers the following:
 - Welcomes everyone and thanks them for their support
 - Reminds everyone of the focus and goals for this event
 - Ensures everyone knows their room assignments and who they will be working with (teachers; specific student groups if applicable)
 - Provides any last minutes updates and answers any last minute questions
 - Ensures everyone knows how s/he can be reached throughout the day
 - Ensures everyone knows how tech support can be reached throughout the day
 - Distributes surveys to all volunteers (**See Samples in Attachment 16**), explaining that their feedback and suggestions will be used to improve these events in the future. Tells volunteers where to return completed surveys at the end of the day.
- ☐ **The event coordinator should be visible** walking from classroom to classroom throughout the day, answering questions, addressing problems, keeping everyone on task and motivated. Be sure to have your technology support staff number handy for any last minute technology issues. All staff and volunteers assisting seniors at the event should have the coordinators cell phone number.
- ☐ **Volunteers and teachers check that students** are applying to the colleges they have selected, as listed in their College Application Worksheet or Launch Guide. This is important for student buy-in; by applying to schools they have selected, they are more likely to take the application process seriously on the date of your event, and ultimately to enroll at the institution if accepted.
- ☐ **Have a designated “photographer”** walking from room to room, taking pictures, and posting on social media throughout the day if this is allowed.
- ☐ **Keep on schedule.** If some students need extra time to complete their applications, have a system for collecting their names, and plans for following up with them in the next week or two to help them finish.
- ☐ **Keep the momentum going.** If you have an intercom system, have the principal and or student leaders read out a highlights or interesting motivational facts from time to time throughout the day(s).
- ☐ **If you are giving prizes,** try to announce or post on social media to help the entire student body feel connected to the goal and excitement.
- ☐ **Collect survey/feedback forms** from volunteers before they leave (A drop off box for surveys at the check-in/check-out table at front office is a convenient way to do this).



POST-EVENT

- ☐ **Compile post-event student survey data and provide it to entities who are collecting it** – the GEAR UP State Office, your school’s counseling department, principal’s office, the Arizona Postsecondary commission, etc. Create a graphic, pie chart, or table that summarizes event outcomes to share with stakeholders.
- ☐ **Send thank you emails to school staff** and include fun data points collected through the survey. **See Attachment 17.**
- ☐ **Mail or email thank you cards/notes for volunteers** and include fun data points collected through the survey. **See Attachment 18.** Consider asking students to write or sign thank you letters/notes.
- ☐ **Send a message to parents with the post-application checklist** and remind them to support their student to follow-through with action steps. Remind them to ask their students if they are staying up to date in their Senior Launch Guide. **See Attachment 19.**
- ☐ **Post** pictures, videos, and quotes collected from survey on your school website and social media.
- ☐ **Request/gather feedback about the event from volunteers, students, and staff.** Host post-event debrief with school team and include suggestions/comments in a planning folder so that planning committees in future years can use it to improve the event.
- ☐ **Request a list of students who were absent from school on the College Application Date(s). Host make-up workshops for absent students.** Send personal invitations to those students via email, a hard copy delivered to a classroom, and/or text. Host workshops at different times - during lunch, before/after school, and during elective periods to ensure all students have an opportunity to participate
- ☐ **Schedule check-ins with students** to follow up and support them in completing the post-application checklist items (for admission and financial aid), which can be tracked in the Senior Launch Guide (**See attachment 10**) and post-acceptance steps. (**See attachment 20**).

Tip: It is important that GEAR UP Coordinators, high school counselors and teachers continue to support students as they receive word that they have been accepted (or rejected) from the schools to which they applied, help them to compare financial aid packages, make their selection, and follow through on the many unfamiliar steps to enrolling and registering for school next year. The Launch Guide has forms and information to assist through this phase, and **see also Attachment 20.**

SAMPLE Student Personal Information Form
(This form is also in the Arizona Senior Launch Guide)

Take a few minutes to fill out this form. Then with your high school **transcript** in hand, you'll have everything you need to complete most college applications. You might need to work with your parent or family members to get all the details

When it comes time to apply, many universities charge a fee—\$50 or \$100 application fees are common. However, it is likely that you can get this fee waived. Contact your School Counselor to find out how.

Leave areas blank if they don't apply to you.

Contact Information	
Full Name (first, middle, last)	
Street Address	
PO Box	
City, State, Zip Code	
Home Phone Number	
Mobile Phone Number	
E-Mail Address (NOT your high school email address)	
Social Security Number	
Driver's License Number and Date	
Date of birth	

School Information	
Name of Current High School	
Street Address, City, State, Zip Code	
Telephone Number	
Expected Graduation Date	
Name of Previous High School	
Street Address, City, State, Zip Code	
Telephone Number	
Dates Attended	

Colleges Attended/College Credits Earned	
(List any college from which you expect to receive credit - including dual or concurrent enrollment).	
College Name	
Street Address, City, State, Zip Code	
Dates Attended	
Course Name/Number of Credits	
Course Name/Number of Credits	

Academic Data (GPA, Rank, Test Scores)							
Weighted GPA		Unweighted GPA		Class Rank			
SAT Date (month/year)		Composite Score					
ACT Date (month/year)		Composite Score					
AP Subject:		Score		AP Subject		Score	
CLEP Subject		Score		CLEP Subject		Score	
College Placement Exam Name		Date(s)		Subject/Score			
				Subject/Score			
				Subject/Score			

Athletics, Clubs and Organizations				
List name of club/sports team	List your role/position each year			
	Freshman	Sophomore	Junior	Senior

Honors & Awards		
Name and Date of Award	Reason for Award/Honor	Sponsor

Community Service			
Name of the organization/ contact	Description of volunteer service	Number of hours of service	Date(s) of service

Family Information and Other Personal Information

Student's status:

☐ US Citizen

☐ Permanent US Resident

☐ Refugee/ Asylee

☐ DACA

State of residence: _____

Have either of your parents earned a bachelor's degree or higher? ☐ Yes ☐ No

Are your parents affiliated with the US military? ☐ Yes ☐ No

Emergency Contact

Name/relationship: _____

Phone Number: _____

Address: _____

Sample College Application Worksheet

Complete this form in preparation for College Application Day/Week/Month.

Instructions: In the top two rows of the table below, list your top three choices for college next year and why you want to attend those colleges. Visit their websites prior to College Application Day/Week/Month to ensure you know what will be necessary to complete your applications to each of these schools.

After researching the application requirements, deadlines and payment options, prepare all the items you need to be ready to apply for these colleges at the College Application Event on X/XX/XXX. Visit the GEAR UP office for help.

	College #1	College #2	College #3
Name of School			
Why I want to attend this school			
Special requirements to apply: <ul style="list-style-type: none"> • essay • personal statement • letters of recommendation • resume • proof of residency • other 			
Application Deadline			
Application Costs			
Application Fee Payment Options: <ul style="list-style-type: none"> • fee waiver • check • credit card • PayPal • other 			
Financial Aid Filing Deadline			

Sample College Application Day Agenda

DATE

The day will follow our normal Wednesday Late Start Schedule, with the content described below.

Period	Start	End	Minutes	Content
Zero Hour	6:35	7:20	45	Operates as usual for all teachers and students
Passing	7:20	7:30	10	
In-Service	7:30	8:50	80	Teachers and volunteers in auditorium for 45 minute orientation. At 8:15 a.m. Teachers and volunteers move to assigned rooms/computer labs; set up; ensure all materials are ready
Passing	8:50	9:00	10	
1st/2nd	9:00	10:00	60	Students should be in their regular 1st/2nd period classrooms when the bell rings. Principal (and others) makes announcements, including motivational message for this special day. Classroom teacher takes attendance, reviews the day's instructions with students. Classroom teacher announces incentive/drawing prize. Volunteers and teachers pass out materials to all students (schedule for the day with room assignments; copies of each student's individual transcripts; individual students' completed Personal Info Worksheets and College App Worksheets (or Launch Guides); student survey info), and answer any questions students have.
Passing	10:00	10:10	10	Students proceed to assigned rooms, based on their first choice school. Teachers and Volunteers move, as assigned.
3rd/4th	10:10	11:10	60	Students should be in their assigned College App classrooms (BASED ON THEIR FIRST CHOICE SCHOOL). Volunteers and teacher(s) in each room walk around, assisting students, and answering questions as they log in and complete applications for their first choice school, or the Common App or Coalition App. Volunteers/teachers check each student's application, as students report they are complete. Once students have applied to their first choice school, volunteers encourage them to fill out another application, apply for scholarships or take virtual college tours, or complete other supplementary activities the school has approved for the day. At 11:00 a.m. Teacher announces to all students that they have ten minutes to finish or save their applications. Volunteers and teachers walk around to assist students in finishing applications.
Passing	11:10	11:15	5	
Lunch	11:15	11:40	25	Students are encouraged to place post-it note on "I Applied" Wall in cafeteria with their name and school(s) they applied to written on it.
Passing	11:40	11:45	5	

Period	Start	End	Minutes	Content
5th/6th	11:45	12:45	60	Students should be in their assigned College App classrooms (BASED ON THEIR SECOND CHOICE SCHOOL). Volunteers and teacher(s) in each room walk around, assisting students, and answering questions as they log in and complete applications for their second choice school, or the Common App or Coalition App. Volunteers/teachers check each student's application, as students report they are complete. Once students have applied to their second choice school, volunteers encourage them to fill out another application, apply for scholarships or take virtual college tours, or complete other supplementary activities the school has approved for the day. At 12:25 p.m. Teacher announces to all students that they have ten minutes to finish or save their applications. Volunteers and teachers walk around to assist students in finishing applications. At 12:35 p.m. Teachers instruct students to stop applications. Volunteers and teachers pass out exit-survey link and oversee students submitting the survey online (or pass around the sign in/sign out sheet), reminding students to enter all colleges they applied to today, then walk around classroom helping ensure every student completes the online survey. At 12:45 p.m. As students leave the room, they hand in Survey Link Form with their name to be entered into the prize drawing and teachers/volunteers pass out "I applied" stickers, "I Applied. What Next?" hand out
Passing	12:45	12:55	10	Coordinator ensures the Prize Drawing forms are collected from all classrooms and combined in one drawing "hat"
7th	12:55	1:55	60	All seniors, participating teachers and volunteers should be in auditorium/gymnasium. Principal congratulates everyone for their applications today, reminds them to talk to coordinator or counselor for help when their acceptance letters and financial aid packages arrive. GU Coordinator asks students to give volunteers a round of applause for all their help today. Head Counselor reviews "I applied. What Next?" Hand out and "Post Acceptance Checklist" (powerpoint?) Coordinator or designee pulls name(s) for drawing. Student(s) receive prizes.

Note: All volunteers must check-out at volunteer table at front door before leaving campus.

Sample Volunteer Recruitment Letter

School Logo/school letterhead

School Address

Date

Dear **Name of Person/Organization**,

School name is hosting a College Application **Day/Week/Month** on **(date)**. The goal of this College Application Event is to provide every high school senior the opportunity to apply to college, with particular focus on helping students whose parents have not attended college and from low-income households, who may not otherwise apply to college.

This fall, high schools across Arizona and in all 50 states are hosting these events to assist students with the application process.

A critical component of College Application Events is the one-on-one support provided by volunteers who help students complete college applications. Volunteers can be high school staff, registrars and admissions officers from nearby colleges and universities and other representatives from the community.

School name is hosting its event on **date(s)** from **time range** and would welcome volunteers from your organization to work with its seniors at this important and exciting time. Volunteers may:

- greet and sign-in students;
- guide students through the application process;
- congratulate students on successful completion of their applications; and
- distribute follow-up information.

We also need at least one photographer for the event and are looking for donations so we can hold a prize drawing at the end of the day.

Our students will benefit from your help and support as they take this big step toward going to college.

Please contact me at **email/phone number** no later than **sign up due date** if members of your staff are able to volunteer at **school name's** College Application event.

Thank you!

Sincerely,

Site Coordinator's Name

Site Coordinator's Title

Site Coordinator Contact Info

Sample Volunteer Orientation Materials Cover Sheet

(To be distributed at the orientation prior to the start of the event – see agenda in Attachment 2)

Name of school thanks you for your participation in today's College Application event! The goal is that all students apply to at least two post-secondary institutions. We thank you for helping our students take this important and unfamiliar step toward their future! We will be covering the contents of this packet during this morning's orientation

Your packet includes:

- Today's agenda
- A list of room/teacher assignments, so you'll know who you'll be working with and where
- FAQ's for college applications in our state
- Half-sheets that include the exit-survey link and a space for the student to write their name so they can return the slip when done so they can be entered into the raffle.
- Materials for the supplemental activities that students can do if/when they finish applying to a college
- A map of our campus
- My cell phone number – text or call me if you need anything today
- The cell phone number for Tech Support today.
- Volunteer Survey

We have coffee and refreshments available in room **X** before the event begins. Adult restrooms are located in **list location**.

Thank you for helping us to reach our goal today.

At the end of the day, fill out the volunteer survey and drop it in the box as you check out at the end of the day.

Sample Staff Orientation Handout for College Application Day

We are happy you are part of the team at **Name of school** responsible for making today's College Application event a success. The goal of today's event is that all students apply to at least two post-secondary institutions. Thank you for helping our students apply to college, for your flexibility with today's alternate schedule and for your support of our community volunteers who will be here to help our students today too! We will be covering the contents of this packet during this morning's orientation

This packet includes:

- An outline of today's agenda
- A list of room/volunteer assignments, so you'll know who you'll be working with and where
- FAQ's for college applications in our state
- Half-sheets that include the exit-survey link and a space for the student to write their name so they can return the slip when done so they can be entered into the raffle.
- Materials for the supplemental activities that students can do if/when they finish applying to a college
- My cell phone number – text or call me if you need anything today
- The cell phone number for Tech Support today.
- I applied Stickers
- Blank Post It Notes for students to fill in and post on the "I Applied Wall" in the Cafeteria
- "I Applied. What Next?" hand outs
- **Staff Survey**

We have coffee and refreshments available in room X before the event begins. Please feel free to stop by during passing period, planning period, or after the event to grab a snack and to meet the other volunteers.

As you can see on the agenda, you and the volunteer you will be working with will have about 30 minutes to prepare your room before the students arrive. Please use this time to clarify expectations and agree on which of you will take the lead on each task that must be accomplished. Both of your packets combined should have enough materials for all your students. Please keep the extra materials and return them to room XX at the end of the day.

Thank you again for helping us to reach our goal today! Please fill out the staff survey **online at fill in link by XXXX or included in this packet** at the end of the day.

_____ High School

College Application Event Sign-Out Sheet

Date:

[illegible]

Sample College Application Event Student Survey**** this can be made accessible via Google forms or Survey Monkey or can be a hard-copy****

First Name: _____ Last Name: _____ Date of Birth: _____

1. How many college applications did you successfully complete or submit today?
2. Please write in or check the institutions that you applied to today

AZ Four-year universities

- ☐ Arizona State University
- ☐ Grand Canyon University
- ☐ Northern Arizona University
- ☐ University of Arizona
- ☐ Other _____

AZ Tribal and Community Colleges

- | | |
|--|--|
| <input type="checkbox"/> Arizona Western College | <input type="checkbox"/> Mesa Community College |
| <input type="checkbox"/> Central Arizona College | <input type="checkbox"/> Mohave Community College |
| <input type="checkbox"/> Chandler-Gilbert Community College | <input type="checkbox"/> Northland Pioneer College |
| <input type="checkbox"/> Cochise College | <input type="checkbox"/> Paradise Valley Community College |
| <input type="checkbox"/> Coconino Community College | <input type="checkbox"/> Phoenix College |
| <input type="checkbox"/> Dine College | <input type="checkbox"/> Pima Community College |
| <input type="checkbox"/> Eastern Arizona College | <input type="checkbox"/> Rio Salado Community College |
| <input type="checkbox"/> Estrella Mountain Community College | <input type="checkbox"/> Scottsdale Community College |
| <input type="checkbox"/> Glendale Community College | <input type="checkbox"/> South Mountain Community College |
| | <input type="checkbox"/> Yavapai College |

Out of state school(s)

- ☐ list here _____

3. Will you be the first person in your family to go to college? (circle one) YES NO
4. Did you find that the student personal information worksheet you filled in prior to the College Application Event was helpful in preparing you for the college application process?

5. Was this College Application Day Event your first attempt at filling out college applications?
6. Did someone help you today in filling out a college application?
7. Please write the name of the person (people) who helped you today (it can be the classroom teacher, volunteer, or peers).
8. What can we do to make College Application Day better next year?
9. If you would like more information on college access and FAFSA completion events please provide your email address and cell number

Your High School College Application Week

*Your logo
here*

Post-event Survey

STEP 1: go to **survey link**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to **your teacher** to be entered into the drawing!

Your High School College Application Week

*Your
logo here*

Post-event Survey

STEP 1: go to **survey link**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to **your teacher** to be entered into the drawing!

Your High School College Application Week

*Your logo
here*

Post-event Survey

STEP 1: go to **survey link**

STEP 2: complete the survey

STEP 3: write your name: _____

STEP 4: turn in your slip to **your teacher** to be entered into the drawing!

Ideas for Campus Visuals

Create an “I applied” wall in the cafeteria. Just before students go to lunch, have them write their name and the name of the school(s) they applied to before lunch on it., then encourage them to post it on your ‘I Applied’ Wall at lunch.



Set up a Photo Booth with college pennants or other college swag; take photos of students holding pennants or “I Applied. Have you?” Signs. Post the photos on social media or your website (with permission)



Sample handout for students Tracking College Applications

(This form is also available in the Senior Launch Guide)

[illegible]

Sample Handout College Application Day – Must Do's and Tips for Students

1. Find the websites you need to apply on-line

- ☐ Common Application – for participating colleges
- ☐ Individual college websites

2. Complete College Applications

- ☐ Fill in all required information
- ☐ Ask for help if you need it

3. Ensure all information is correct

- ☐ Legal name, not nickname

4. Check off any additional items you need to submit or confirm after today

- ☐ Essays
- ☐ Transcripts
- ☐ SAT or ACT scores
- ☐ Recommendation letters
- ☐ Application fee or fee waiver

5. Print copy of application confirmation pages

- ☐ Create a college application folder and save all application confirmation pages

6. Track your applications in your Launch Guide or using the “*I Applied! What’s Next?*” form

- ☐ Take the steps listed to complete the application process for each school you applied to today
- ☐ Check your email for notices informing you of anything missing or of your acceptance to college!

7. Follow-up!

- ☐ Submit any additional items checked in #4 to your colleges

8. Select and Enroll in the college of your choice

- ☐ Follow the steps listed in your launch Guide or the “After you are accepted” handout, and any additional instructions your college provides
- ☐ Ask your GEAR UP coordinator for help, if needed

9. If you have not already submitted your FAFSA, do so soon – it is available now at fafsa.gov.

Congratulations! You are on your way to college

Sample handout “I Applied. What’s Next?”

Congratulations! You are now on the path to college. This is what you can expect next.

Application Follow-up

Make sure you take care of all supporting documents required for your college applications:

- ☐ Mail or submit your application fee (or a fee waiver or deferral form)
- ☐ Have your official transcript sent to the college(s)
- ☐ Submit essays, as required
- ☐ Ask your references or school counselor to send letters of recommendation, if required
- ☐ Request official transcripts from any colleges at which you have earned credit while in high school (dual enrollment) to be sent to the college(s) you have applied to
- ☐ Request required official test scores -- ACT, SAT, AP, IB, CLEP, or TOEFL

Apply for Financial Aid

You'll need to complete the Free Application for Federal Student Aid, the FAFSA, which is your key to aid to help pay for college. This should be done as soon as possible after October 1 when it is available online at fafsa.gov.

Save the date for the **school name** FAFSA completion workshops on **date** at **time** hosted at **location**.

When will you hear from the Colleges and how?

You may be notified by mail or email of your acceptance (or if anything is missing from your application). Check your email, and mail, regularly.

Know your deadlines

Make sure you know the deadlines for **all of** your colleges so you don't miss any important steps or decisions that may impact you later. There are deadlines for:

- Financial Aid (varies by college)
- Acceptance (usually by May 1st)
- Residence choices (varies by college)

While you are waiting

Spring seems far away, but take some time to **thank** those people who have helped you on your path to college...counselors, your recommenders, mentors, coaches or anyone else who has been an inspiration for you to go to college. **Be proud! You are going to college!**

Before you leave for summer break

Be sure to request your official final high school transcripts be sent to your college (many high schools are closed much of the summer).

Check your emails and voicemail through the summer and if your email or phone number changes be sure to update your colleges and/or scholarship offices. Once you have selected your college be sure to find out, and follow, the required steps and deadlines to enroll!

College Application Fee Waiver Information

Many colleges and universities charge a fee to apply – \$50 or \$100 application fees are common.

Arizona residents, for whom payment of the admission application fee would be a financial hardship, can request a waiver of the application fee for Arizona State University, Northern Arizona University, or the University of Arizona. A School Counselor or GEAR UP Coordinator can sign the request for waiver form. An image of an Arizona waiver form is on the next page. Contact your head School Counselor or the AZ GEAR UP State Office for a PDF of the waiver. In some cases, the universities may provide a waiver code that can be entered into the online application, in lieu of needing to mail a waiver form. If a code is provided to the AZ State Office, you will be notified so that it will be shared with eligible students during your College Application Campaign.

In addition, both the College Board and National Association for College Admission Counseling (NACAC) provide waiver request forms that can be completed by eligible students and are accepted by many colleges.

Application Fee Waivers through the College Board

Students who previously received a fee waiver from the College Board for the SAT will receive four application fee waivers directly from the College Board through their College Board accounts. Students are assigned a unique fee waiver code they can submit with up to four college applications.

The colleges and universities that accept SAT waivers are listed in the [SAT Fee-Waiver Directory of Colleges](#).

Application Fee Waivers through NACAC

Students who did not take the SAT, as well as those who did but are applying to more than four schools, can use the NACAC <https://www.nacacnet.org/globalassets/college-fair--homepage/ncf-documents/applicationfeewaiverform.pdf>.

This form is completed by students with the help of their high school counselor.

Suggested annual family income guidelines for this waiver depend on family size. However, income is not the only determining factor in application fee waivers; many are based on the counselor's personal knowledge of family circumstances. Learn more about the fee waiver eligibility requirements here: <https://www.nacacfairs.org/learn/fee-waiver/form-requirements/>

REQUEST FOR WAIVER OF APPLICATION FEE

For Arizona residents for whom payment of the admission application fee would be a financial hardship. This fee is required of all Arizona residents applying for undergraduate admission to Arizona State University, Northern Arizona University, or the University of Arizona.

- Counselors: by signing this form you are certifying a student's need for a fee waiver.
- If your student has already submitted an on-line application, please send this form to the appropriate address at the bottom of this page.
- If your student is submitting a paper application, please attach this form to the application.
- The application fee must be waived or received prior to any application priority deadline.

Student's Last Name _____ First Name _____ MI _____

Date of birth _____

Street Address _____

City _____ State _____ Zip Code _____

Semester for which student is seeking admission _____

High School Name _____

Counselor's Signature _____ Date _____

Counselor's Name Printed _____

Student's Signature _____ Date _____

Please send completed forms to the Office of Undergraduate Admissions at the appropriate school:

Arizona State University
PO Box 870112
Tempe, AZ 85287-0112
Fax: 480.965.3610

Northern Arizona University
PO Box 4084
Flagstaff, AZ 86011
Fax: 928.523.0226

University of Arizona
PO Box 210040
Tucson, AZ 85721-0040
Fax: 520.621.9799

Sample Student/Family Information Letter

(Note: This sample requires mailing the Student Personal Information Form and a Photo Opt-Out Form with this letter)

School logo and/or address/letterhead

Date

Dear Students and Families,

We are pleased to announce **school name** will participate in the **College Application Day/Week, date(s)**, joining high schools across the state and country who will host events to assist students with the college application process.

The goal of this event is to provide an opportunity for all seniors to complete at least one college application. To us, college means any education program beyond high school including certificate programs, two-year degree programs, and four-year degree programs.

To prepare for College Application **Day/Week**, your child should complete the attached Student Personal Information Form by **due date**, as it has all the important information needed to complete any college application online. We expect students and families may need to work together to gather the required information.

We will be taking photos and videos during the event to post on our website and social media. If you do not want your student's photo used, you must complete and submit the attached "opt-out" form.

If you are interested in volunteering during the event, please let me know. Volunteers can greet students or other volunteers, they can assist students with the completion of college applications, or can help with other logistics such as posting signs in hallways and classrooms or taking pictures.

If you have any questions please contact me at **email address** or call **000- 000-0000**.

Thank you in advance for your support of this exciting opportunity to help students move one step closer to achieving their dreams..

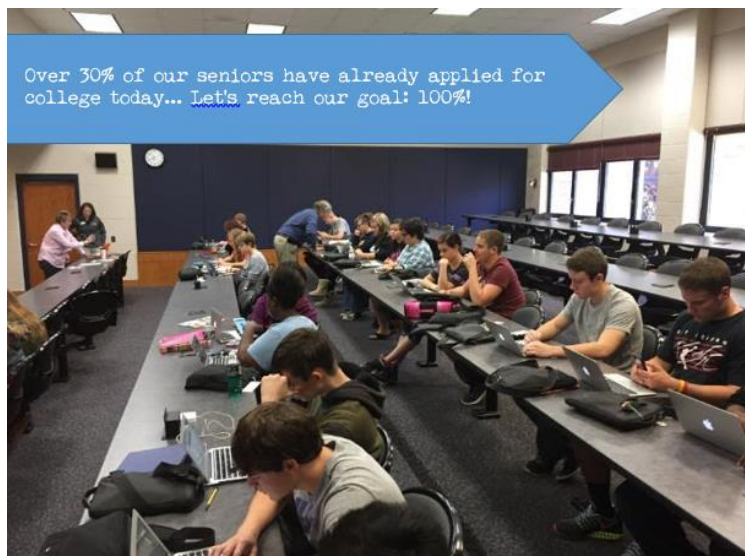
Sincerely,

Site Coordinator or Principal's Name

Site Coordinator or Principal's Title

Attachment 13

Examples of social media posts to increase motivation and enthusiasm



Ideas for Visuals, activities and giveaways to build enthusiasm before and after the event.

- Encourage staff, volunteers, and students to wear college-themed clothing on College Application Event day/days



- Order/create/distribute– “Ask Me About My College” pins and distribute to every teacher and volunteer.



- Order/create/print – “I applied” stickers or pins and distribute to every student after they complete a college application.



- Create informational posters/flyers to inform students and staff about your upcoming College Application Event:



Save the date for
High School's
College Application Day
Date
Time
Location

- Create a specific logo/image to represent your College Application Event:



Sample Press Release (Template)

Include information specific to your event and send to local media outlets (newspapers, TV stations, community newsletters, etc.). Also, disseminate via your school or organization's website. Update the **highlighted pieces** with your school's event information.

FOR IMMEDIATE RELEASE

DATE

For more information, please contact:

Name, Title

School

Phone

Email Address

SCHOOL NAME WILL HOST A COLLEGE APPLICATION CAMPAIGN

City, State – To assist students in applying to college, **High School** will host a College Application Event on **date**. This event will be held during the school day with the goal that all students are given support to apply to at least one postsecondary institution of their choice.

College applications can be confusing and time-consuming, especially for students who will be the first in their family to attend college. As a result, students who have dreams of continuing their education after high school often stumble at this very first hurdle and therefore fail to achieve their goals.

Name of Site Coordinator or School Principal, expects more than **#** seniors to apply to at least one college with the help of volunteers, teachers, administration, school staff members, and college and community resources during this event.

For more information about **Name of Your High School**, please contact **Site Coordinator** at **Contact Information**.

- END -

Sample Staff and Volunteer Survey

**** this can be made accessible via Google forms or Survey Monkey or can be a hard-copy****

College Application Event Volunteer/Staff Survey

1. Name (Optional)
2. Please briefly describe your role / responsibilities during **name of high school's** College Application Event.
3. Approximately how many students did you assist one-on-one?
4. Did you feel there was adequate information and training for today's event? If not, what additional information or training would have been helpful?
5. What were your favorite aspects of **name of high school's** College Application Event?
6. What could be improved next year? Please give a detailed description of any issues that occurred and any suggestions you have for improvements.

Again we thank you for your support and for taking the time to fill out this survey so that we can improve our process for next year!

Sample Thank You Email for Staff

Thank you so much for your participation in **name of school's** College Application Day Event! Your hard work and dedication made it possible for **#** seniors to participate. **#** postsecondary applications were completed! We are very proud of the work that you do each and every day to put students first! If you have not had a chance to fill out the staff survey please do so by **due date and link**. The school team will be meeting on **day at XX time in room XX** to review the survey information so that we can make changes and improvements to next year's event. If you are interested in participating in the debrief session, please let me know so that I can send you the student, volunteer, and staff survey results ahead of the meeting. If you are interested in being on the school's College Application Day Event planning team next year, please let me know.

Thank you,

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)

Sample Volunteer Thank You Letter

School Logo/Letterhead

School Address

Date

Dear **Volunteer Name**,

On behalf of **Name of Your High School** and our students, I would like to personally thank you for volunteering your time at our College Application event. This event could not have been successful without your help and the help of many others who volunteered their time.

During our College Application Day, **#** seniors submitted **#** college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college next year!

Include this if you plan to administer a volunteer survey after the event, after the thank you notes go out:
To improve our College Application events and your volunteer experience, please complete our short survey at your convenience: [\[survey link\]](#)

Once again, **Name of Your High School** thanks you for your efforts and contributions at our College Application event.

Thank you!

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)

Sample post event/Thank You Letter for parents

School Logo/Letterhead

School Address

Date

To the parents of **name of student**,

On behalf of **Name of Your High School**, I would like to congratulate you on your child's participation in our College Application event. This event could not have been successful without your child's dedication.

During our College Application Day, **#** seniors submitted **#** college applications. Thanks to our seniors' hard work and the assistance of the volunteers from our community, they are one step closer to actualizing their dreams of attending college next year.

We are proud of our students for taking this step -- applying to college. The more important step, however, comes next -- selecting and enrolling at a college. We have provided several tools to help students track their college applications, to ensure they complete all the required steps, and, to select, accept admission and enroll at the college they ultimately choose. **If you have not already talked to your student about the Senior Launch Guide, now might be a good time to do that. Students have been using these Guidebooks this year, to ensure they make the decisions, and take the steps, they need to this year to successfully "launch" into their chosen life after high school. OR Attached you will find a post-application checklist and a post-acceptance checklist. We appreciate all you do to support your student through the complicated process of enrolling in college. We are, of course, always available to answer any questions about the process.**

Once again, **Name of Your High School** thanks you for your support of our College Application event. If you would like to volunteer at next year's event or know of people who would, please contact me at the number listed below.

We also wanted to let you know that you can check out photos from our College Application Event on our website and **social media** page. **Provide URLs.** Please also save the date for the upcoming FAFSA Family Workshops on **date, in the school cafeteria.** Workshop details can be found here **link.**

Thank you!

(Site Coordinator or Principal's Name)

(Site Coordinator or Principal's Title)

Sample handout for students

After you are Accepted to one or more Colleges

After you accept admission into the college of your choice, there will be important tasks you'll need to complete in the months before the first day of college. All the steps your college will require you to complete will be communicated to you through your new college student account or via email. Check your student account and your email address regularly to find out what those steps are. This checklist includes steps that are common for most new college students:

☐ **Pay or Defer your enrollment deposit**

The enrollment deposit is a fee you pay to confirm your acceptance and to be able to begin the process of signing up for an orientation and/or registering for classes. If you are eligible for a Pell grant, and in other circumstances, you may be able to request to pay the enrollment deposit at a later time through a 'deferment.' Contact your college to ask about deferment.

☐ **Review your Financial Aid offers to accept/decline awards and to check to see if you were selected for FAFSA verification.**

Check your financial aid status on your student account and your emails for important notices about any additional paperwork you need to submit to be eligible for scholarships or for your Pell grant to be disbursed into your account. This step is crucial because there may be important deadlines and paperwork required that takes time to process. If you have questions about FAFSA verification, contact your future college's financial aid office.

☐ **Apply for housing**

If you will live on-campus, review your housing options and apply/select the residence hall where you would like to live. This may require you to pay a housing deposit.

☐ **Take a placement test**

Many colleges will require you to take a placement test before registering for courses. You may need to schedule an in-person appointment to go to your college to take that test – or – in some cases, you will be sent an email with instructions on how to take the test online. Either way, remember to brush up on your math and English basics to prepare to do your best on the test.

☐ **Participate in an orientation**

Review the orientation dates and options and select the earliest possible date that works with your schedule.

☐ **Send your final high school transcript (after high school graduation)**

Most colleges will require you to submit your final high school transcript after graduation. Since many high school campuses are closed or have irregular hours during the summer, before the last day of school, take the necessary steps to request that your transcript be sent to your

college. Write down the name and contact information for the person from your school who can answer transcript questions over the summer just in case you need it.

Name: _____

email: _____

phone: _____

Office hours: _____

☐ **Register for courses**

Registering for courses will look different at different colleges. Some colleges schedule time for students to meet with advisors and register for courses during orientation. Other colleges give you the option to register for course online. The process will be communicated to you via your college email or student account. Don't hesitate to make an appointment with an advisor if you have questions.

☐ **Submit your immunization records.**

You may be required to submit your immunization records. You can do this by either, scanning and uploading your immunization card to submit it online, or by asking your high school counselor if your school can include immunization records on your official high school transcript.

☐ **Look in the mail and your college email for invitations to summer bridge programs at your college**

Summer bridge programs can give you a jump-start on adjusting to your new school; they can help bring you up-to-speed on academic subjects before taking college classes, and can give you an opportunity to meet other students. Ask about them and sign up to participate!

There may be more steps to complete before the first day of classes. The important thing to remember is to always ask questions if you are in doubt about any of the steps and to check your emails regularly so that you don't miss important reminders or deadlines!