# COLLEGE APP WEEK

## VOLUNTEER PACKET

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ACAC
American College Application Campaign
Oklahoma

OCAP
Oklahoma College Assistance Program

OKLAHOMA
GEAR UP
PREPARING OKLAHOMA
STUDENTS FOR COLLEGE
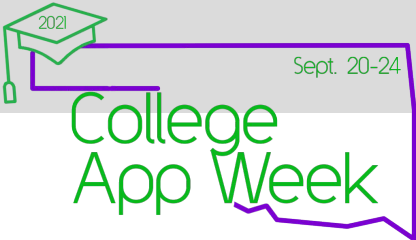
# VOLUNTEER INFORMATION FOR COLLEGE APP WEEK

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 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. They've 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 Oct. 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.

# 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 toward 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 logon 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.
- 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 or 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.
- 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.

## APPLICATION FEE AND WAIVER INFORMATION*

Many of Oklahoma's public colleges and universities may 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. If a fee is required by an institution, students who meet one of these criteria will need to check the box included on the application that says they are requesting a fee waiver. The high school will need to fax or mail the fee waiver request to the institution on behalf of the student. You will find a fee waiver request template on the next page. Keep in mind that some colleges won't accept a fee waiver request in template form. It's best to contact the college before submitting the form if you're not sure how to proceed.

Many public colleges will allow students to submit their applications without the fees included; the fees can then be added to their first bill/statement upon enrollment. However, some colleges do not follow this practice, so it's always best to check a college's website for information about application fees.

**Please note: East Central University requires their application fee be paid with a credit/ debit card at the time of the online application. The online application to Southeastern Oklahoma State University requests an enrollment fee at the time of application. If a student is unable to pay the fee with a card at that time, payment should be mailed or taken to Admissions ASAP, or a fee waiver request may be submitted separately. Students applying to UCO should submit the 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 the institutions they are interested in attending to make arrangements to pay their fees. Contact information for all colleges and universities is available at OKcollegestart.org.*

## STUDENT HANDOUT: 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 scores and grade-point average (GPA), 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. 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 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. See "Discover How Much College Really Costs" for more information.

**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 the admission process. Be sure to note the date you submitted your application and any dates that you sent in 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. Keep an eye out for any correspondence from colleges via mail and email. 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. Try contacting the admission office to find out how close you are to meeting the criteria, 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. **Note:  If you want to go to a state university, but you don't meet the course and grade requirements, ask your counselor about** right-to-try provisions.

## HIGHER EDUCATION INSTITUTIONAL WEBSITES

# OKLAHOMA PUBLIC COLLEGES AND UNIVERSITIES

*Current as of April 2020*

**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, OKC | www.langston.edu/okc/langston-okc |
| 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, Ada | 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 |
| 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**

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

**Community Colleges**

| | |
|---|---|
| Carl Albert State College, Poteau, Sallisaw | www.carlalbert.edu |
| Connors State College, Muskogee, Warner | 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

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|---|---|
| Autry Technology Center, Enid | www.autrytech.edu |
| Bacone College, Muskogee | www.bacone.edu |
| Caddo Kiowa Technology Center, Ft. Cobb | mycktc.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 |
| Eastern Oklahoma County Technology Center, Choctaw | www.eoctech.edu |
| Family of Faith Christian University, Shawnee | familyoffaith.edu |
| Francis Tuttle Technology Center, OKC | www.francistuttle.edu |
| Gordon Cooper Technology Center, Shawnee | www.gctech.edu |
| Great Plains Technology Center, Lawton | www.greatplains.edu |

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|---|---|
| Green Country Technology Center, Okmulgee | www.gctcok.edu |
| High Plains Technology Center, Woodward | www.hptc.net |
| Indian Capital Technology Center: Muskogee, Sallisaw, Stilwell, Tahlequah | www.ictctech.com |
| Kiamichi Technology Center, Antlers, Atoka, Durant, Hugo, Idabel, McAlester, Poteau, Spiro, Stigler, Talihina, Wilburton | www.ktc.edu |
| 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.mntc.edu |
| Northeast Technology Center, Afton, Claremore, Kansas, Pryor | www.netech.edu |
| 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 |
| Randall University, Moore | www.ru.http://www.ru.edu/edu |
| Red River Technology Center, Duncan | www.rrtc.edu |
| Southern Nazarene University, Bethany, Tulsa | snu.edu |
| Southern Oklahoma Technology Center, Ardmore | www.sotech.edu |
| Southwest Technology Center, Altus | www.swtech.edu |
| Southwestern Christian University, Bethany | www.swcu.edu |
| St. Gregory's University: Shawnee, Tulsa | www.stgregorys.edu |
| Tri County Technology Center, Bartlesville | www.tricountytech.edu |
| Tulsa Technology Center: Broken Arrow, Owasso, Sand Springs, Tulsa | tulsatech.edu |
| 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 IN OKLAHOMA

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| Academy of Hair Design, OKC | www.academyofhairdesignok.com |
| American Institute of Medical Technology, Tulsa | www.aimt.edu |

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| Broken Arrow Beauty College: Broken Arrow, Tulsa | www.babeautycollege.com |
| CC's Cosmetology College | www.ccscosmetologycollege.net |
| Central Oklahoma College, OKC | centraloc.edu |
| Clary Sage College, Tulsa | www.clarysagecollege.com |
| Community Care College, Tulsa | www.communitycarecollege.edu |
| Enid Beauty College | www.enidokbeautycollege.com |
| Imagine, Paul Mitchell Partner School | paulmitchell.edu/norman |
| Institute of Hair Design, Shawnee | www.ihdbarbercollege.com |
| JB's Hair Design and Barber College, OKC | www.jbsbarbercollege.org |
| Jenks Beauty College, Jenks, Sand Springs | jenksbeautycollege.com |
| National American University, Tulsa | www.national.edu/locations/campuses/tulsa/ |
| Oklahoma Technical College, Tulsa | www.oklahomatechnicalcollege.com |
| Paul Mitchell, The School, Ardmore, Ardmore, Norman, Tulsa | www.paulmitchell.edu |
| Paul Mitchell, The School, Ardmore | paulmitchell.edu/ardmore |
| Paul Mitchell, The School, Tulsa | paulmitchell.edu/tulsa |
| Platt College: Lawton, Moore, OKC, Tulsa | www.plattcolleges.edu |
| Ponca City Beauty College | poncacitybeautycollege.net |
| Pryor Beauty College | www.pryorbeautycollege.com |
| River Valley Cosmetology Institute, Poteau | www.rivervalleycosmetology.com |
| Shawnee Beauty College | www.shawneebeautycollege.com |
| Spartan School of Aeronautics & Technology, Tulsa | www.spartan.edu |
| Tulsa Welding School | www.weldingschool.com |
| Vatterott College: OKC, Tulsa | www.vatterott.edu |
| Woodward Beauty College | woodwardbeautycollege.org |
| Yukon Beauty College | www.yukonbeautycollege.com |

# PRIVATE, FOR-PROFIT COLLEGES IN OKLAHOMA

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|---|---|
| Academy of Hair Design, OKC | www.academyofhairdesignok.com |
| American Institute of Medical Technology, Tulsa | www.aimt.edu |
| Broken Arrow Beauty College: Broken Arrow, Tulsa | www.babeautycollege.com |
| Central Oklahoma College, OKC | centraloc.edu |
| Claremore Beauty College | www.claremorebeautycollege.com |
| Clary Sage College, Tulsa | www.clarysagecollege.com |
| Community Care College, Tulsa | www.communitycarecollege.edu |
| Enid Beauty College | www.enidokbeautycollege.com |
| Imagine, Paul Mitchell Partner School | paulmitchell.edu/norman |
| Institute of Hair Design, Shawnee | www.ihdbarbercollege.com |
| JB's Hair Design and Barber College, OKC | www.jbsbarbercollege.org |
| Jenks Beauty College, Jenks, Sand Springs | jenksbeautycollege.com |
| National American University, Tulsa | www.national.edu/locations/campuses/tulsa/ |
| Oklahoma Technical College, Tulsa | www.oklahomatechnicalcollege.com |
| Paul Mitchell, The School, Ardmore, Ardmore, Norman, Tulsa | www.paulmitchell.edu |
| Paul Mitchell, The School, Ardmore | paulmitchell.edu/ardmore |
| Paul Mitchell, The School, Tulsa | paulmitchell.edu/tulsa |
| Platt College: Lawton, Moore, OKC, Tulsa | www.plattcolleges.edu |
| Ponca City Beauty College | poncacitybeautycollege.net |
| Pryor Beauty College | www.pryorbeautycollege.com |
| River Valley Cosmetology Institute, Poteau | www.rivervalleycosmetology.com |
| Shawnee Beauty College | www.shawneebeautycollege.com |
| Spartan School of Aeronautics & Technology, Tulsa | www.spartan.edu |
| Tulsa Welding School | www.weldingschool.com |
| University of Phoenix, OKC | www.phoenix.edu |
| Vatterott College: OKC, Tulsa | www.vatterott.edu |
| Virgil's Beauty College, Muskogee | www.virgilsbeautycollege.com |
| Virginia College, Tulsa | www.vc.edu |
| Woodward Beauty College | woodwardbeautycollege.org |
| Yukon Beauty College | www.yukonbeautycollege.com |

## SAMPLE SIGN-IN SHEET

| College Application Week, 2021 | | | | | |
|---|---|---|---|---|---|
| **Student Name** | **# Apps Completed** | **College Name(s)** | **App Completed?** YES | NO | **Follow Up Needed?** |
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Full Sign-In Sheet Available at http://www.ocap.org/CAW/coordinators.html

## STUDENT HANDOUT: 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.

<div align="right">Date completed: _____</div>

☐ **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.

<div align="right">Date completed: _____</div>

☐ **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 okcollegestart.org. If you need help, check with your counselor or talk to a financial aid officer at your school of interest.

<div align="right">Date completed: _____</div>

☐ **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.

<div align="right">Date completed: _____</div>

❑ **Complete your FAFSA as soon as possible after Oct. 1**. 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 Oct. 1. Go to StudentAid.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 StudentAid.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!