

COLLEGE APP WEEK

VOLUNTEER PACKET



TABLE OF CONTENTS

Volunteer Information for College App Week	1
Volunteer Coordination	2
Volunteer Task List	4
Application Fee and Waiver Information	5
Student Handout: What Steps Do I Take?	6
Higher Education Institutional Websites	9
Sample Sign-In Sheet	13
Student Handout: What's Next	14



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. Students have been asked to research application fees ahead of time and be prepared to pay any necessary fees. If students think they may be eligible for a fee waiver (typically based on family income), please refer them to the school counselor.
- In order to be eligible for federal, state and some institutional aid, college applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after 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: Southeastern Oklahoma State University in Durant has changed its application process. All students can now submit their applications online. If a student is unable to pay the fee with a card at the time the application is submitted, 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 and grade-point average (GPA) scores, many colleges use a "holistic approach," taking multiple aspects of a student's application into consideration. They look at factors student applicants have experience with such as leadership roles, community service, extracurricular activities, volunteerism, employment, etc., and admit students based on a broad spectrum of attributes. 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.

The following charts contain some of the application fee amounts for Oklahoma colleges and universities. The amounts provided below are subject to change be sure to check your college's website for current information.

Public Liberal Arts University

University	Location	Application Fee
University of Science and Arts of Oklahoma	Chickasha	\$40

Research Universities

University	Location	Application Fee
Oklahoma State University	Stillwater	\$40
University of Oklahoma	Norman	\$40
University of Tulsa	Tulsa	\$50

Regional Universities

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

Community Colleges

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

Step 3: Follow up

After you've submitted your application, be sure to monitor your email and text messages for any items the college may request from you to complete 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 May 2017

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

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.msco.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.redlandsc.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

Autry Technology Center, Enid

www.autrytech.edu

Bacone College, Muskogee

www.bacone.edu

Caddo Kiowa Technology Center, Ft. Cobb

www.caddokiowa.com

Canadian Valley Technology Center, El Reno

www.cvtech.edu

Central Technology Center, Drumright

www.centraltech.edu

Chisholm Trail Technology Center, Omega	www.cttc.edu
College of the Muscogee Nation, Okmulgee	www.mvsktc.org
Comanche Nation College, Lawton	www.cnc.cc.ok.us
Eastern Oklahoma County Technology Center, Choctaw	www.eoctech.edu
Family of Faith College, Shawnee	myfamilyoffaith.com
Francis Tuttle Technology Center, OKC	www.francistuttle.edu
Gordon Cooper Technology Center, Shawnee	www.gctech.edu
Great Plains Technology Center, Lawton	www.greatplains.edu
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
Northwest Technology Center, Alva, Fairview:	www.nwtech.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	www.snu.edu
Southern Oklahoma Technology Center, Ardmore	www.sotc.edu
Southwest Technology Center, Altus	www.swtech.edu
Southwestern Christian University, Bethany	www.swcu.edu
St. Gregory's University: Shawnee, Tulsa	www.stgregorys.edu
Tri County Technology Center, Bartlesville	www.tricountytech.edu
Tulsa Technology Center: Broken Arrow, Owasso, Sand Springs, Tulsa	www.tulsatech.edu
University of Tulsa	www.utulsa.edu

Wes Watkins Technology Center, Wetumka
Western Technology Center, Burns Flat

www.wwtech.org
www.westtech.edu

PRIVATE, FOR-PROFIT COLLEGES IN OKLAHOMA

Academy of Hair Design, OKC	www.academyofhairdesignok.com
Academy of Salon and Spa, Tahlequah	www.academysalonspa.com
American Broadcasting School, OKC	www.radioschool.com
American Institute of Medical Technology, Tulsa	www.aimt.edu
Beauty Technical College, Tahlequah	www.beautytechnicalcollege.com
Broken Arrow Beauty College: Broken Arrow, Tulsa	www.babeautycollege.com
Brown Mackie College: OKC, Tulsa	www.brownmackie.edu
Central State Beauty & Wellness College, OKC	centraloc.edu
Claremore Beauty College	www.claremorebeautycollege.com
Clary Sage College, Tulsa	www.clarysagecollege.com
Community Care College, Tulsa	www.communitycarecollege.edu
DeVry University, OKC	www.devry.edu
Enid Beauty College	www.enidokbeautycollege.com
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
Oklahoma Technical College, Tulsa	www.oklahomatechnicalcollege.com
Paul Mitchell, The School, Ardmore, Ardmore, Norman, Tulsa	www.paulmitchell.edu
Platt College: Lawton, Moore, OKC, Tulsa	www.plattcolleges.edu
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, 2017					
Student Name	# Apps Completed	College Name(s)	App Completed?		Follow Up Needed?
			YES	NO	

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.

Date completed: _____

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

Date completed: _____

- Build your financial aid plan.** With the Financial Aid Wizard, you can find out how much financial aid you may receive and what you may have to pay out of pocket at the colleges to which you've applied. [Find the FA Wizard at okcollegestart.org](http://okcollegestart.org). If you need help, check with your counselor or talk to a financial aid officer at your school of interest.

Date completed: _____

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

Date completed: _____

- Complete your FAFSA as soon as possible after 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 [FAFSA.gov](https://fafsa.gov) to learn more about the FAFSA and to start your financial aid application.

Please note: You should never have to pay to complete your FAFSA. Be sure you go to FAFSA.gov and not any other website. Other websites will expect payment. Remember that the first F in FAFSA stands for FREE.

Date completed: _____

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

Date completed: _____

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

Registration date: _____

Enrollment date: _____

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