

# Site Coordinator Kit

*for College Application Week*

# Overview

## Save the Date!

November 14th through 20th is College Application Week for GEAR UP students. West Virginia GEAR UP and Fairmont State GEAR UP are joining forces to encourage students to apply early to colleges and universities.

### Mission:

College Application Week will be a fun and collaborative event that will help schools and communities embrace a culture of college-readiness. Through college application week, students and families will:

- Learn more about the college application process and the importance of applying early;
- Learn more about the degree and program options available to students, as well as the various colleges and institutions across West Virginia;
- Learn about the admissions process, including essay-writing, admissions standards and requirements and the various tasks associated with applying for college;
- Utilize cfww.com as a college-planning/exploration tool;
- Utilize cfww.com to apply to college; and
- Apply to at least two institutions in West Virginia, including at least one community and technical college (seniors only).

### Activities:

In order to build excitement around attending college, and to better prepare students for the college application process, the following activities **must occur** within GEAR UP schools:

- College application labs - counselors and teachers should reserve labs and set aside time to allow seniors to explore colleges through cfww.com and to submit online applications.
- Encourage students to explore college and apply - site coordinators should utilize the outreach materials provided to encourage students to apply to explore college and degree programs and apply to college during College Application week.

Although the activities outlined above are the only required activities, site coordinators are encouraged to implement additional activities to fuel a college-going culture and the spirit of college exploration in their schools. Ideas for additional activities are included in a separate packet in your kit.

## FAQs

### *What do students have to do to be counted as a participant in College Application Week?*

In order to be counted as a College Application Week participant, (and be entered to win the statewide prizes we're giving away), students must do two things:

- 1) Submit at least two college applications during the week of November 15-19; at least one of the applications must be to a West Virginia community and technical college. (Students may submit more than two applications, but will only be entered in the contest once).
- 2) Complete the online College Application Week questionnaire before midnight, Sunday, November 21st. A link to the questionnaire will be posted on the GEAR UP website.

### *Can only seniors participate?*

Only seniors can submit applications and be entered to win the statewide-wide prizes, but students in other grades can join in on the rest of the activities and fun.

### *Why should seniors participate in College Application Week?*

College Application Week is a chance for students to have some fun learning about their options for education and training beyond high school. Plus, if students complete the two steps listed above, they will be entered to win great prizes, including t-shirts, backpacks, college gear, and gift cards. Students at the school with the highest percentage of seniors participating in College Application Week will win the chance to star in a statewide advertising campaign!

### *Tell me more about how my students can star in the advertising campaign...*

If more seniors in your school submit applications than in any other GEAR UP school, staff from GEAR UP and the College Foundation of West Virginia (CFWV) will come to the school and hold auditions. If your school wins, students in any grade can audition. Five students from the winning school will be selected to star in a statewide advertising campaign **and** GEAR UP and CFWV will host a star-studded, red carpet campaign launch party for the entire student body!

### *So wait... how can smaller schools compete with bigger schools?*

Schools will be judged by the percentage of the senior class that participates, not the actual number of participants. So aim to get 100% of your seniors to submit two applications and complete the questionnaire!

### *What should students bring in order to complete a college application?*

Students will need to have certain information on hand during the "College Application Lab" in order to complete and submit an application. They should bring (or know):

- Their social security number (but many schools will accept the application without it)
- Their permanent mailing address
- Their grade point average
- The date they took the ACT or SAT (if they have taken either test)
- The name, course number and date of any college courses they've already taken (if any)

### *What should students do to get ready for College Application Week?*

It is a good idea for students to explore colleges and degree programs during and before College Application Week, so that they know where they want to apply before they get to the lab. If possible, they should also create an account on [cfwv.com](http://cfwv.com) before their lab day.

# FAQs

## What about application fees?

Some colleges and universities do charge an application fee (but of course some do not). Students should NOT be encouraged to bring a credit card or other form of payment to school. Most institutions will allow students to submit the fee by mail, and the student will need to work with his or her parent or guardian to submit any necessary fees after applying. Note: the West Virginia colleges and universities that charge an application fee are noted in the list below.

## Which colleges and universities offer an online application through cfww.com?

Please consult the list below to see which schools offer (or plan to offer) a college application through cfww.com.

### Two-Year Colleges

	<b>CFWV Application?</b>	<b>Application Fee?</b>
Blue Ridge Community and Technical College	Scheduled for launch by Nov.	\$25
Bridgemont Community and Technical College	Scheduled for launch by Nov.	none
Eastern WV Community and Technical College	Scheduled for launch by Nov.	none
Kanawha Valley Community and Technical College	Scheduled for launch by Nov.	none
Mountwest Community and Technical College	Scheduled for launch by Nov.	\$15
New River Community and Technical College	Online Now	none
Pierpont Community and Technical College	Scheduled for launch by Nov.	none
Southern WV Community and Technical College	Online Now	none
West Virginia Northern Community College	Online Now	none
West Virginia University at Parkersburg	No	none

### Four-Year Colleges and Universities

	<b>CFWV Application?</b>	<b>Application Fee?</b>
Bluefield State College	Online Now	none
Concord University	Online Now	none
Fairmont State University	Online Now	none
Glenville State College	Online Now	none
Marshall University	Online Now	\$30
Potomac State College of WVU	Online Now	none
Shepherd University	Online Now	\$45
West Liberty University	Online Now	none
West Virginia State University	Online Now	none
West Virginia University	No	\$25
West Virginia University Institute of Technology	Online Now	none

### Independent Colleges and Universities

	<b>CFWV Application?</b>	<b>Application Fee?</b>
Alderson-Broadus College	Online Now	\$25
Appalachian Bible College	Online Now	\$20
Bethany College	Online Now	none
Davis & Elkins College	Online Now	\$35
Mountain State University (Beckley)	Online Now	none
Ohio Valley University	Online Now	none
University of Charleston	No	\$25 waived if applying at ucwv.edu

# FAQs

## Independent Colleges and Universities

West Virginia Wesleyan College  
Wheeling Jesuit University

## CFWV Application?

Online Now  
No

## Application Fee?

none  
\$25 waived if applying at wju.edu

## Proprietary Schools

Everest Institute  
Huntington Junior College  
Mountain State College (Parkersburg)  
Salem International University  
Valley College-Beckley, Princeton & Martinsburg  
WV Business College  
WV Junior College-Bridgeport  
WV Junior College-Charleston  
WV Junior College-Morgantown

## CFWV Application?

No  
No  
No  
Online Now  
No  
No  
No  
No  
No

## Application Fee?

none  
none  
none  
\$25  
none posted  
none posted  
none  
none  
none

# Checklist

The following is a checklist of activities for site coordinators:

## **Before College Application Week:**

- Hang posters and distribute flyers
- Inform your co-workers and administrators of the upcoming initiative; solicit their support
- Change computer desktops throughout your school to reflect the College Application Week announcement (if possible)
- Incorporate college-exploration and preparation activities into your other GEAR UP activities

## **During College Application Week:**

- Host “College Application Labs” and aim to get 100% of your senior students to:
  - Complete and submit at least two applications; one of which must be to a community and technical college in West Virginia
  - Complete the online College Application Week questionnaire
- Assist your students in determining what follow-up actions are required (do they still need to submit an application fee? do they need to turn in letters of recommendation?)
- Coordinate in-school and out-of-school activities to encourage students to learn more about their options for college

## **After College Application Week:**

- Share your school’s final report with your counselors and principals. The final report will be sent to you from your central GEAR UP staff, and it will contain a list of students who participate, the schools to which they applied and any follow-up actions still required for each student.

# Kit Contents

The following items have or will be provided to support site coordinators in the College Application Week Outreach initiative:

## Included in this Kit:

- Posters
- Flyers (with FAQs on the back)
- Activity Ideas and Instructions
- “Hello, my name is” Teacher and Staff Signs
- Student Application Checklist
- School Announcement Script
- “I applied... now what?” Information Sheet for Students

## Available for Download at the **GEAR UP** Web Site:

- Computer Desktop Backgrounds
- All of the materials listed above

## To be Mailed to the Site Coordinator:

- Admissions 101 brochures
- “I Applied” stickers

## Follow-Up Materials:

- School-Level Reports (with the name of each student who applied, the school(s) he or she applied to, and any outstanding follow-up actions (i.e. required application fees))