



DC College Application Week



**A Partner of the
American College Application Campaign**

**SITE COORDINATOR RESOURCE
GUIDE
2015 Edition**

Site Coordinator Resource Manual

This is the first manual in a set of guides designed to walk DC College Application Week Site Coordinators through the process of planning and implementing a DC College Application Week event. Of the various guides and toolkits published, this is the most important to read when it comes to planning your event. **The supplemental guides contain optional steps and activities to help build up your DC College Application Week event, but the additional steps are in no way required.** The essential minimum steps are outlined in this guide, so please read this manual first and incorporate tips from the other manuals at your discretion. This Resource Manual and its appendices, along with many other resources, are available online at www.osse.dc.gov/service/dc-college-application-week for you to download and print.

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Introduction



Dear DC College Application Week Site Coordinators:

On behalf of the Office of the State Superintendent of Education (OSSE) and the DC College Application Week Steering Committee, thank you for hosting DC College Application Week, November 2 - 6, 2015, at your school or organization. Your involvement will contribute to the success of the District-wide College Application Week initiative. The goal of this program is to provide an opportunity for all DC seniors to complete at least one college application, and to promote excitement and enthusiasm about the college exploration and preparation process within your school or program

While the focus of DC College Application Week is on first-generation college students and students who may not otherwise apply to college, we encourage participating high schools and organizations to include activities for all students, including freshmen, sophomores, juniors, and seniors who have already applied to college. The involvement of all your students in DC College Application Week will help build a college-going culture at your high school or organization.

This resource guide is designed to assist you in planning and implementing your DC College Application Week event. It's packed with tips, helpful hints, and resources from colleagues around the country. In addition to the ideas you'll find in this guide, you'll want to be sure to complete the following tasks as soon as possible:

1. Schedule time in the computer lab or other appropriate space during College Application Week to allow students the opportunity to explore colleges and to submit college applications.
2. Review the best practices included in this handbook and brainstorm ideas to plan additional college exploration activities for your school or program's DC College Application Week. Consider engaging students in your planning to both lighten your load and increase their excitement for this project.
3. Invite all seniors at your school or organization to participate, and make efforts to ensure that each eligible student who has not already completed a college application this year submits at least one college application by the end of the week.
4. Recruit volunteers from your school or community to support the site coordinator and assist students during lab hours and other activities.

Keep up-to-date with district-wide efforts by reading all DC College Application Week emails. Regular updates to the website www.osse.dc.gov/service/dc-college-application-week and via e-mail are designed to inform site coordinators and build support for the project.

To help you prepare for the event, we are pleased to provide the following resources through this Resource Guide, our website, and a mailing or delivery:

- Site Coordinator Resource Guide
- Senior Resource Guide
- Volunteer Resource Guide
- Creating a College Going Culture Guide
- Marketing Materials (including: student handouts, posters and stickers)

Please contact us if you have any questions or concerns about planning and implementing the event at your school or organization. We will be sure to keep you updated regarding any changes or additional information you may find useful. Thank you in advance for your commitment to this important college

access event. Your participation will encourage DC students and their families to make college a part of their future.

Sincerely,
Tiffany DeJesus
DC College Application Week State Coordinator
(202) 741-6415
tiffany.dejesus@dc.gov

DC College Application Week: A History

What is DC College Application Week?

DC College Application Week is part of a national initiative with the goal to provide every graduating high school senior the opportunity to apply to college. Special focus is placed on assisting students who would be the first in their families to attend college and students who may not have otherwise seriously considered applying to college. DC College Application Week can open the door for students by encouraging them to take a significant step toward college in their senior year.

Why one week in November?

The national campaign recognizes the application process is one step within a long path a student must take to get to college. The application process can be daunting, even for students surrounded by a support system of caring adults. During DC College Application Week, schools and community-based organizations help break down the application process for students by providing dedicated time and space to ensure all graduating seniors have the opportunity to successfully submit at least one application and celebrate the completion of the college application process.

While some colleges and universities encourage seniors to apply before November 1 each year, the American College Application Campaign encourages states to select a week in November to serve as the conclusion and celebration of the college application season. This ensures state-wide efforts are reaching the target population of students who may not have completed a college application otherwise, and ample time and opportunity is provided for all graduating seniors to complete at least one application by the conclusion of DC College Application Week. We encourage you to use the time leading up to College Application Week to help seniors meet early application and scholarship deadlines, but to also use DC College Application Week as an opportunity to reach the students who did not take advantage of early deadlines.

National Efforts: American College Application Campaign

The American College Application Campaign began in North Carolina as a pilot effort on a single day at a single high school in Siler City, NC in 2005 and has since grown to a statewide effort in North Carolina. Since then, many other states including Georgia, Tennessee, Colorado, South Carolina, West Virginia and Florida also have begun to develop College Application Campaigns to meet the needs of their respective states with a common goal of increasing the percentage of first-generation and low-income students that pursue a postsecondary education. In 2013, activities occurred in 39 states and the District of Columbia. In 2014 college application campaigns took place in all 50 states and the District of Columbia.

As the College Application Campaign initiative has grown, the American College Application Campaign— a national effort to increase the number of first-generation and low-income students pursuing a college degree or other higher education credential— was developed to support all states currently participating and to encourage new states to participate.

DC Efforts and Concept

Inspired by the national concept, the purpose of DC College Application Week is to target low-income students, first-generation college-going students, and those who would have not otherwise considered college. Our goal is to ensure all graduating high school seniors complete at least one application by the conclusion of DC College Application Week.

Last year, DC College Application Week 2014 was a great success among public and charter schools and community-based organizations across the District of Columbia. We more than doubled the number of participating sites with 32 high schools and community-based organizations participating. The 32 sites hosting events during the week of November 3-7, 2014 assisted 2,029 seniors in completing college applications. With each host site setting a goal that 100 percent of all graduating

seniors will apply to at least one postsecondary institution, DC seniors submitted more than 4,919 applications. We are excited to see these numbers increase in 2015!

Acknowledgements

The DC College Application Week Site Coordinator Resource Manual was revised August of 2015. We'd like to thank the Michigan College Access Network, of which sections have been adapted from their respective guides.

A Steering Committee guides the development and growth of DC College Application Week by providing oversight to the campaign and information about programming, encouraging buy-in, assisting with planning and publicizing the event, ensuring necessary resources are available, recruiting and mobilizing volunteers and sponsors, and evaluating effectiveness of the campaign. Tiffany DeJesus, Program Manager for OSSE's Postsecondary and Career Education Division, serves as the state coordinator by providing how-to materials for site coordinators, training volunteers, producing collateral materials for the campaign, and facilitating marketing and communication.

**A special thanks to the
2015 DC College Application Week Steering Committee**

Merita Carter, DCPS

Therese Farmer, DCPS

Kelley Coble, Roosevelt Senior High School

Nicole Savage, University of the District of Columbia Community College

Nicole Elick-Smith, DC College Success Foundation

Julia Hellmich, Friendship Tech Public Charter School

Felicia Moore, DC College Access Program

Mary Williams, United Negro College Fund



**UNITED NEGRO
COLLEGE FUND**

"A mind is a terrible thing to waste."

**COLLEGE
SUCCESS
FOUNDATION**

DISTRICT OF COLUMBIA



DISTRICT OF COLUMBIA
COLLEGE ACCESS PROGRAM



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS



What's in a name? Understanding the word college

College is important – there's no doubt about it. By the year 2020, 76% of jobs in Washington, DC will require some postsecondary education¹. College and career readiness is essential to achieving gainful employment. As District of Columbia residents compete in the 21st century global economy, it is imperative that our residents pursue postsecondary education and /or career training that will prepare them for a successful future. But what does that mean for our students?

Most workforce developers and education leaders use the word “college” to include any type of postsecondary education or education and training beyond high school. That means students have many options when it comes to attending college. But it also means a high school diploma is no longer enough.

On average, four-year college graduates earn more than double the salary of individuals who stopped their education after high school. And students who complete some form of postsecondary education are far less likely to be unemployed than those with just a high school diploma².

Every DC student should plan to complete some education beyond high school. The good news is DC's colleges and universities offer a wide variety of education options to fit the unique needs of all of District of Columbia students. Options include:

✓ **Apprenticeships**

An apprenticeship is a training program that combines classroom studies with on-the-job training supervised by a trade professional where students earn wages while learning a skilled profession in a specific field. It can take several years to become fully trained in the occupation of choice. Examples of careers requiring an apprenticeship include electrician, plumber and carpenter.

✓ **Certificate or Licensing Programs:** Certificate and licensing programs are specialized plans of study that are usually intended for students planning to pursue a trade. Most of these programs can be completed in a matter of months, and DC's community colleges and community-based organizations offer several certificate and licensing programs throughout the year. Additionally, some employers and/or non-profit organizations offer such programs.

✓ **Associate's Degree:** Associate's degrees are typically awarded to students who complete a two-year period of study at a college. These degrees are often required for technical fields, but students can also pursue two-year degrees in business or other professional careers. Students can earn an associate's degree at any of DC's public community and technical colleges— and associate's degree students are often eligible for many state and federal financial aid programs.

✓ **Bachelor's Degrees:** Bachelor's degrees (or baccalaureate degrees) are typically awarded to students who complete a four-year period of study at a college or university. Students pursuing a bachelor's degree take classes in their career field and in general education subject areas. Bachelor's degree students also often qualify for state and federal financial aid programs.

¹ According to data from Georgetown University's Center on Education and the Workforce

² According to data from the College Board's 2010 “Education Pays” report.

Section I – Pre-Event Planning



Site Coordinator Checklist

The following table is designed to provide guidance in your planning. These are the steps we believe will be necessary to complete for most DC College Application Week sites, but it may not be exhaustive for your site. Use the blank spaces for additional tasks necessary for planning your event. Remember, you don't have to do all this work alone! Recruit volunteers and co-workers to assist.

SEPTEMBER			
Status	Due Date	Task	Notes
		Recruit your core DC College Application Week implementation team. Members of this team may include school counselors, teachers, students, administrators, parents/guardians or local college alumni.	
		Review the Site Coordinator Manual and the College Going Culture Guide and contact your District Coordinator, Tiffany DeJesus with any initial questions.	
		<p>Along with the assistance of your implementation team, brainstorm whether each day of College Application Week, or just one day during this week is best for hosting the application event, then plan a schedule for your event(s)</p> <ul style="list-style-type: none"> • When is the computer lab available? • Is there a natural time when seniors are already together? • What students/classes will be in the computer lab at what times? • What other college access activities will be available to students? 	
		Add DC College Application Week activities to your school or organization's calendar of events.	
		<p>Reserve computer lab or other appropriate space with the school or organization's technology team to ensure the computer labs are ready to go.</p> <ul style="list-style-type: none"> • If paper applications are needed, request copies via OSSE or your college representative. • Have printers accessible if students are unable to complete the application online. • Verify that there are no firewall issues with institutional websites 	

		Plan and prepare outreach and publicity efforts to get the word out about your event in your community. Discuss with your team possible volunteers and/or speakers to recruit.	
		Complete the Pre-event Information Survey (link will be here) to inform the Steering Committee about your event date(s) and time(s); volunteer and paper application requests.	
OCTOBER			
		Remind students to prepare for SAT school Day in October.	
	All Month	Verify which students have not applied to a postsecondary institution at this time and encourage these students to meet with counselors and research colleges and universities on collegeboard.com	
	All Month	Recruit volunteers to assist during DC College Application Week by using the Volunteer Resource Guide. <ul style="list-style-type: none"> • We estimate you will need 3-4 volunteers in addition to the site coordinator when working with groups of 20-25 students. (Approximately 1 volunteer for every 6 students) • OSSE and the state-wide Steering Committee will assist with volunteer recruitment based on your volunteer needs but it is up to your site to confirm all volunteers. 	
	All Month	Promote your event! The following are a few quick ideas that will help you promote your event. Add event information to: <ul style="list-style-type: none"> • Morning/afternoon announcements (schedule for October and November) • School website • Official school kiosk/outdoor signs • School newspaper • School newsletter (to staff, parents, community) 	
	All Month	Encourage all teachers to relate lessons to College Application Week.	
	All Month	Give the “Ask Me About It” flyer to all staff and request they hang it on their door. (Template provided in the College Going Culture Guide)	

		<p>Send letters to businesses and colleges asking for donations to be used as prizes during DC College Application Week</p> <ul style="list-style-type: none"> • Offer businesses a DC College Application Week poster to hang in their window in exchange for donations. • Remind them to wear college gear/hang college flags during DC College Application week. 	
		Finalize guest speaker arrangements for any pep rallies/assemblies (if applicable).	
		<ul style="list-style-type: none"> • Encourage students to visit www.collegeresults.org or www.nces.ed.gov/collegenavigator to research colleges and universities • Remind students to complete the College Application Checklist (available in the Senior Resource Guide) • Inform students that they will need a form of payment to apply to a college or university with application fees. While a credit card is often preferred, if a credit card is not possible, the student can print the application and mail it in with a check. • Students can meet with their counselor or college adviser to discuss application fee waivers. 	
		<p>Finalize volunteer list.</p> <ul style="list-style-type: none"> • Confirm the time and place for all volunteers • Provide school visitor/volunteer policy (if applicable) • Encourage volunteers to wear college clothing • Share with all volunteers tips from the Volunteer Resource Guide 	
		Once the list of volunteers has been finalized, ensure that all volunteers have the necessary security clearance to assist in the school during DC College Application Week.	
		Depending on partnerships established with teachers, assist teachers with college-related homework assignments to prepare students for DC College Application Week.	
		Remind volunteers of time and place and confirm attendance. Encourage them to wear college paraphernalia.	
		Confirm publicity and/or attendance of guest speakers for DC College Application Week related events.	

		Confirm all seniors have completed their DC College Application Checklist.	
		Remind teachers, counselors, administrators of the day's schedule and planned activities. Ask them to wear college paraphernalia on event day and decorate their classrooms with "college-going culture" materials.	
		<p>Ensure your event supplies are ready:</p> <ul style="list-style-type: none"> • Envelopes and stamps for students that need to mail hard copy applications • Name tags for volunteers • "I Applied!" stickers • Pens • Give-a-ways: DC College Application Week promotional materials. • "I applied! Now What?" student hand-out • Sign-in and Sign-out sheet • FAFSA hand-out • Copies of NACAC Request for Admission Application Fee Waiver form • Have High School 6-digit code ready and visible (if applicable) • Water and snacks for volunteers (optional – based on how long volunteers will serve) 	
NOVEMBER			
		DC COLLEGE APPLICATION WEEK!	
		Conduct Volunteer Orientation morning of event(s), if necessary.	
		Remember to take pictures during DC College Application Week events and upload them to Facebook, Twitter, Instagram, etc. Use hashtag : #iApplied	
		<p>Ensure computers are turned on and that web browsers are open to www.bigfuture.collegeboard.org/?navid=gh-cp Or www.osse.dc.gov/service/dc-college-application-week</p>	
		<p>After students have completed their applications, take this time to encourage/remind students to complete FAFSA in January and DCTAG in February</p> <ul style="list-style-type: none"> • Hand out DCTAG fact sheets as students leave 	

		<ul style="list-style-type: none"> • Hand out FAFSA fact sheet as students leave event • Assist students with creating their Federal Student Aid ID at www.fafsa.ed.gov/. 	
		If you are a counselor, submit student transcripts to respective institutions.	
		Send thank you letters to volunteers – remind them to complete the volunteer survey (Volunteer survey coming soon!)	
		Send follow up letter to students who participated and their families. Congratulate them on being one step closer. Remind them to complete the FAFSA in January and DCTAG in February	
		Submit DC College Application Week participant data to OSSE and the DC College Application Week Steering Committee via the Site Coordinator survey. The survey will be emailed to Site Coordinators after DC College Application Week and will be available at www.osse.dc.gov/service/dc-college-application-week	

Key Reminders

Steps to Take Before Your College Application Week Event

- During September and October direct seniors to the *College Application Checklist*, in the Senior Resource Guide, to fill out any additional information. **Complete by October 30.**
- Remind students to prepare early for their admission essay(s) and encourage teachers to include classroom activities geared toward writing essays. **Complete by October 30.**

Completing College Applications

- Remind students that information about their addresses and parent or guardian(s) will be used to determine tuition and residency.
- Students may question information they are asked to supply about their addresses and parents residency (i.e., in-state or out-of-state). This private information, such as their SSN, will only be reported to the college(s) where they apply.
- A credit card will be required for colleges or universities with application fees. Alternatively students will need to print the application and mail in with a check. Recommend students bring the checks and envelopes with them and offer to mail the applications for them.
- Print the confirmation page after submitting the application.

Uploading Essays and Personal Statements

- Note that some applications will require an **admissions essay** or **a personal statement**. Please have students save their completed essay(s) on a flash drive or in their personal e-mail. Some applications will allow the file to be uploaded. Others may require that the student copy and paste from an existing document (which they may have stored on an external device or emailed to themselves).
- Most essay questions are open-ended, but some may have word minimum and/or maximum limits. If there is a word limit, it will be specified within the essay question.

Confidentiality

- Assure parents and students that all information submitted for online applications is confidential.

Sample Schedules for the Event Day or Week

During the planning and implementation stages of your College Application Week event, it is very important to keep your school staff apprised of the event schedule. Work with members of your staff to identify the most effective schedule possible for your specific high school. Use the following schedule templates as a guide and make adjustments for your event. You may use the following sample half-block, open or required senior class schedules.

Sample Half-Block Schedule – 2 computer labs (by block teacher’s name)

	<u>Computer Lab A</u>	<u>Computer Lab B</u>
8:05am–8:45am	Block 1 Kincaid	Block 1 Smith
8:50am–9:30am	Block 1 Robinson	Block 1 Andrews
9:40am–10:20am	Block 2 Fisher	Block 2 Snyder
10:25am–11:10am	Block 2 Hundley	Block 2 Hunt
Lunch Break		
12:05pm–12:50pm	Block 3 Boyd	Block 3 Page
12:55pm–1:35pm	Block 3 Hannity	Block 3 Anderson
1:40pm–2:20pm	Block 4 Combs	Block 4 Lopez

Sample Open Schedule – 1 computer lab (by senior’s last name)

	<u>Computer Lab A</u>
8:05am–8:45am	A-Co
8:50am–9:30am	Cr-Fi
9:40am–10:20am	Fl-K
10:25am–11:10am	Ke-O
Lunch Break	
12:05pm–12:50pm	Or-Ru
12:55pm–1:35pm	S-Z
1:40pm–2:20pm	Make-up

Sample Required Senior Class – 1 computer lab (Priority days and Thursday make-up day)

	<u>Monday</u>	<u>Wednesday</u>	<u>Thursday</u>
8:05am–8:45am			
8:50am–9:30am	English 12 (Media Center)	English 12 (Media Center)	English 12 (Media Center)
9:40am–10:20am			
10:25am–11:10am			
Lunch Break			
12:05pm–12:50pm	English 12 (Media Center)	English 12 (Media Center)	English 12 (Media Center)
12:55pm–1:35pm			
1:40pm–2:20pm			

Application Fees and Fee Waivers

With the average college application fee now around \$41 applying to several colleges can be expensive for any student—and prohibitive for some families. Let your students and their parents know that they may be eligible for fee waivers. Students who are eligible for fee waivers for the standard college entrance tests are usually eligible for application fee waivers as well. Encourage students to talk with their school counselor well in advance of DC College Application Week to discuss need and availability.

In addition to fee waivers, a number of schools offer free online and/or paper applications year-round. Some local and regional colleges and universities have agreed to waive fees during DC College Application Week. A list has been compiled of all colleges and universities waiving application fees during DC College Application Week and will be updated periodically if an institution agrees to waive their fees during DC College Application Week. Site Coordinators are encouraged to check this list regularly and share it with seniors. While we ask our colleges well in advance to consider waiving their fees, some are unable to agree to participate until a week or two before the event. All site coordinators should download the most current list on October 23, 2015 and print copies to prepare for DC College Application Week Event events November 2-6, 2015. The list will be available here: www.osse.dc.gov/service/dc-college-application-week

Application Fee Waivers Based on Financial Need

Waivers of admission application fees for students with a demonstrated financial need and for whom an application fee would create an undue burden are provided at many public and private colleges and universities in DC, Maryland and Virginia. Application fee waivers due to financial hardship are provided to ensure that no student is deprived of the opportunity to pursue admission to the institution(s) of their choice.

NACAC Fee Waiver Form

The National Association for College Admission Counseling (NACAC) provides a form called the Request for Application Fee Waiver to be completed by students with the help of their high school counselor. This document, which you can download from the [NACAC site](#), is updated annually.

- Download and print the [NACAC Request for Admission Application Fee Waiver](#)

Suggested annual family income guidelines for this waiver are from about \$29,900 to about \$46,000, depending 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.

Students are eligible to use the NACAC fee waiver form if:

- Student has received or is eligible to receive an ACT or SAT testing fee waiver.
- Student is enrolled in or eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL).
- Student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- Student is enrolled in a federal, state or local program that aids student from low-income families (e.g., TRIO programs such as Upward Bound).
- Student's family receives public assistance.
- Student lives in federally subsidized public housing, a foster home, or is homeless.
- Student is a ward of the state.

Gap year students, transfer students or individuals choosing to defer applying to college rather than immediately transitioning after high school graduation are not eligible to use NACAC's Request for Application Fee Waiver Form. NACAC recommends that prospective students in these categories contact the admission office of the institution(s) to which they are seeking admission regarding an institutional fee waiver.

Requirements for completing the form:

- Students must complete the student section in its entirety.
- The student's secondary school counselor, independent counselor or TRIO representative must verify that the student is eligible to use the form.
- The high school's raised seal or stamp must be included on the form.
- The form must be mailed **directly** to the admission office of the college or university to which the student is seeking admission.

College Board Fee Waiver Form

Because Washington, DC is now an SAT state, students are encouraged to use the College Board fee waiver as well. The College Board distributes college application fee waivers to make the college application process more affordable for eligible students. If a student previously registered for and took the SAT or one of the SAT Subject Tests using a fee waiver, they are automatically eligible to receive **four** college application fee waivers.

Students will automatically receive their four fee waivers with their SAT test scores. Because fee waiver eligibility is verified by a school counselor before students take the SAT, a counselor will not need to sign off on a College Board college application fee waiver as well.

For a list of colleges that accept the College Board fee waiver, visit www.bigfuture.collegeboard.org/get-in/applying-101/college-application-fee-waivers/participating-colleges. Students eligible for fee waivers can also apply to any Common App college without a fee. For more information about this process and the College Board fee waiver process as a whole, visit www.bigfuture.collegeboard.org/get-in/applying-101/college-application-fee-waivers.

Application Fees

Fee Payment: Credit or Debit Card Required with Online Submission

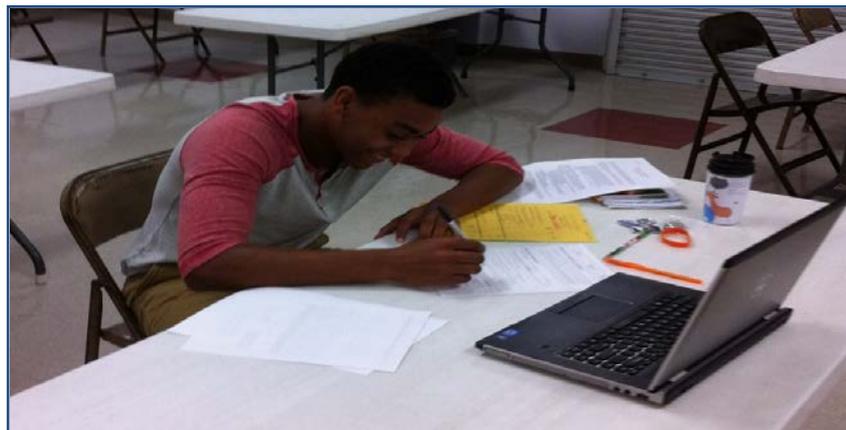
Some colleges accept online applications only if accompanied by credit card payment for the application fee. If a student has a need-based fee waiver or needs to pay by check to these institutions, payment should accompany a paper copy of the application mailed to the admission office. Always check if the online application can be submitted online without the credit or debit card information. It may be possible to submit the online application and mail payment or a need-based fee waiver at a later date.

If students would like to apply to any of the schools requiring online payment during DC College Application Week and do not have a credit card with them during the event, please inform them that some institutions allow you to save the application details they have filled in and complete the application from home.

Fee Payment: Mailed with Hard Copy of Application Confirmation Page

Some colleges accept online applications with or without credit card payment. Students who do not pay at the time they submit the application online are requested to mail their payment via check or fee waiver with a hard copy of their application confirmation page. Instructions are given online at the time the student submits the application.

Section II – Event Day – APPLY



Submitting Applications

Paying the Application Fee

When a student submits an application online, they may be required to pay an application fee (unless it is a college/university that has a free application for admission). If a payment is required, they can pay their application fee the following ways:

- 1) Pay via credit or debit card online. Some colleges require a credit card to apply online. Help students do research prior to the event to see if the college they want to apply to requires one! If they chose this option, they will need the following information: Credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, date credit card was issued, and expiration date.
- 2) Submit the application online and pay via check in the mail (if the school allows this form of payment). They will need to include a copy of their confirmation page with your check.
- 3) Some students may qualify for an application fee waiver. Check with your school counselor or college adviser about this option. You will need to include a copy of your confirmation page with the fee waiver. If you are not a counselor, ask your local high school counselling office for more information.
- 4) Students may be able to save their application, print it, and mail it in with their payment (varies by institution).

Follow Up with Transcripts, Test Scores, and Essays

Many admission offices require students to submit additional information in order to complete the application process. It is important for students to find out what other information is required and send it to the campus as soon as possible. The quicker you submit all the necessary forms, the sooner you will receive a response from the admission office. Some additional requirements are the following:

- **Official transcripts (mandatory)**
 - Your transcripts will be sent through your high school counselor by your request.
- **SAT or ACT score (mandatory)**
- **Essays (depends on the institution)**
 - See the Student Resource Guide for additional essay resources.
- **Letters of recommendation (depends on the institution)**
 - These letters can be from a teacher, counselor, principal, coach, supervisor, pastor, employer, etc.

Don't Forget Your Confirmation Page

Do not leave the computer lab without a hardcopy printout of your confirmation page! Also, some schools may require this page to be signed and mailed to the admission office to complete the application process. Whether the school requires this form or not, you still need a printed copy for your records. Either way, make sure you put this confirmation page in a safe place.

Sample Confirmation Page

Application Submittal -- Stanly Community College - Microsoft Internet Explorer

Address http://beta.ncmentor.org/Applications/NC_Community_College/NC_Community_College_appsubmittal2.asp?539

**STANLY COMMUNITY COLLEGE
APPLICATION AGREEMENT STATEMENT**

Congratulations, your application to Stanly Community College was successfully submitted.

Please **print two copies** of this page now (use your browser's print function). Keep one for your records and return the other (signed and dated) to Stanly Community College.

Send your signed application agreement statement to:

Stanly Community College
141 College Drive
Albemarle, NC 28001-7458

Fax: (704) 982-0619
Website: www.stanly.edu

Remember to complete the admission requirements as specified in the [introduction](#).

Applicant name:	Jan Tim TEST
Application:	Stanly Community College
Social Security number:	123-45-6789
Application term:	Spring 2004
Mailing address phone:	(555) 753-6969
Permanent address phone:	(510) 777-1111
E-mail address:	test@xapp.com
Confirmation number:	1528-Spring-5-07202006-00516361-00199939
Date submitted:	7/20/2006 3:15:00 AM

I certify to the best of my knowledge that the information given is true and complete. I understand that if found to be otherwise, it may be cause for delay or denial of admission, loss of credit, or dismissal. I therefore consent to the release of transcript(s) to Stanly Community College.

Signature of applicant _____ Date _____

Now that they applied to college, where can they learn more about paying for college?

- Remind students to visit www.fafsa.ed.gov/, www.fastweb.com/, www.c3n-dc.com/Scholarships, www.osse.dc.gov/service/dc-tuition-assistance-grant-dc-tag To research financial aid options such as scholarship opportunities, available grants, loans, and incentive programs to help make their college costs affordable.
- Remind students to speak with their family and college access counselor about their financial aid options.
- Students should complete their FAFSA as soon as possible after January 1. The sooner they submit the form, the better chances they have of getting an affordable financial aid package. Even if their tax information is not available, they can start the process by creating their Federal student aid (FSA) ID. www.fafsa.ed.gov/
- Students should complete their DC OneApp as soon as possible after February 1. www.osse.dc.gov/service/dc-tuition-assistance-grant-dc-tag
- Be sure to distribute copies of relevant financial aid handouts at your DC College Application events.

Section III – Data Collection



Data Collection Requirements

Site Coordinators are expected to track and submit aggregate data (not student level) to OSSE. The data is used not only to celebrate our successes, but to track our efforts over time to ensure DC College Application Week is fulfilling its intended purpose and goal: to encourage more low-income students, first generation college-going students and students who would have not otherwise considered college to complete a college application.

Although OSSE is requesting aggregate data, we encourage host sites to track and save the student level data from year to year. Long term, you can use your data to evaluate if students from your school who participate in DC College Application Week are more likely to enroll and complete a degree.

What data is collected?

For DC College Application Week 2015, we are asking you provide the following data points to OSSE:

- Number of participating seniors
- Number of applications completed during DC College Application Week from Nov. 2 – 6, 2015

Additionally, if you are already tracking the data points listed below, you may also submit this information:

- Number of applications completed prior to DC College Application Week (before November 2, 2015)
- Breakdown of applications during DC College Application Week from Nov. 2 – 6, 2015
 - Number of 4 year public applications
 - Number of 2 year public applications
 - Number of 4 year private applications
 - Number of “other” applications
- Number of first generation college-going students who completed an application
- Number of fee waivers used

How to track the data?

There are two ways OSSE suggests to track your College Application Week data. The first is an Excel document which outlines the data needed. The host site drops in individual student data as the week progresses, then utilizes the Excel form to total up the data collected.

The second option is to utilize *Naviance, if you have access to the programming. If your students have submitted their transcript requests via Naviance during DC College Application Week, November 2-6, counselors can easily log-in to Naviance to pull reports and total the data needed.

** DCPS High schools are required to track all DC College Application Week data via Naviance.*

How to submit the data?

On Friday, November 6, your District Coordinator will email a Site Coordinator Survey to all site coordinators. This survey is where you will submit your data. You do not need to email an Excel sheet or any other reports. The **deadline** to complete the Site Coordinator Survey is **Wednesday, November 25, 2015**.

Thank you for hosting DC College Application Week

College is postsecondary education:

OSSE uses the term "college" to refer to the attainment of valuable postsecondary credentials beyond high school, including professional/technical certificates and academic degrees.

College is a necessity:

Postsecondary education is a prerequisite to success in a knowledge-based economy. Everyone must pursue and complete a postsecondary credential or degree beyond high school.

College is for everyone:

The postsecondary education attainment rates among low-income students and students of color are significantly lower than those of other students. OSSE and the DC College Application Week Steering Committee are committed to closing these gaps.

College is a public good:

Postsecondary educational opportunity and attainment are critical to a just and equitable society, strong economy, and healthy communities.

www.osse.dc.gov/service/dc-college-application-week

