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- Arizona**
  - College**
  - Application**
  - Campaign**

**Site Coordinator Training 2016**

## Reasons for Arizona College Application Campaign

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- To maintain economic competitive, Arizona's 26% college degree attainment rate for adults will not suffice
- Changing demographics in Arizona's K-12 system, only 33% of Arizona children have a head of household who has college experience\*
- 52% of Arizona K-12 students live at 200% poverty or below\*
- Many parents do not have experience or expertise to assist seniors in completing college or FAFSA applications

\*Source: Annie E. Casey Kids Count Data Center 2012, American Community Survey



## Purpose of Arizona College Application Campaign

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- Encourage more students to **explore postsecondary education**, by taking that first, significant step of submitting an application.
- AzCAC **provides resources and step-by-step assistance** to walk them through that process at the right time—early in the fall—to better qualify for priority deadlines or scholarship deadlines, giving the student a range of options for their postsecondary education.
- Activities and promotion of AzCAC (and FAFSA completion) can **create a sustainable college-going culture** within Arizona high schools.
- Intended to **compliment current college-going efforts**, not replace or compete with them



## History of College Application Campaign

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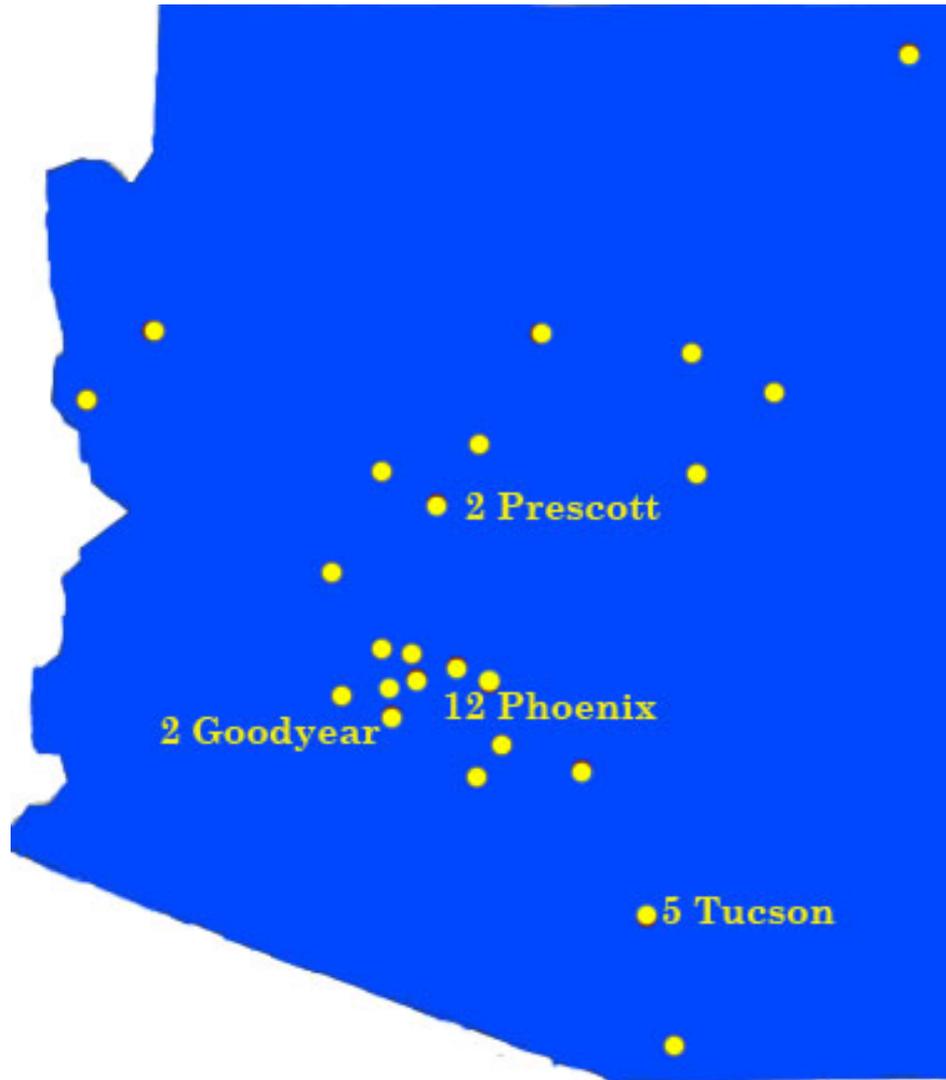
- First College Application Day began in 2005 in North Carolina
- By 2013 the event grew to 39 states and 250,000 applications
- **Arizona first participated in 2013, with 8 schools filing 960 applications**
- The American College Application Campaign is in all 50 states as of November 2014



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# AzCAC Participation

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## 2015 Campaign:

46 high schools

83% are Title I

15,000 student participants

3,025 first-time college applications

## Where Did They Apply?

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**8,233** postsecondary applications submitted during AzCAC

- In-state community college: **54%**
- In-state public university: **29%**
- In-state private college/university: **9%**
- Out-of-state college/university: **7%**
- In-state vocational training/technical schools: **1%**

\*Source: 2015 AzCAC student exit survey; total of 9,479 respondents



## Basics of AzCAC

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- **Goal:** Every senior completes at least one postsecondary education application
- Takes place **during the regular school day** with computer/internet access
- **Focus placed on first generation and low income students,** those who may not otherwise consider themselves “college material”
- Recommend 90 minutes in computer lab to get through application processes
- **Student exit “report” provides data to school** regarding application history, measures success of event.

## Certificates & Degrees: “1, 2, 4, or More!”

- AzCAC is to assist students in their plans for any postsecondary experience, **work with students for institutions/programs that are the best fit for them**
- 1-year technical certificate program
- 2-year Associate’s degree
- 4-year Bachelor degree
- ROTC options for students interested in the military





## Execute a Plan

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- Site coordinator & team formed
- Schools with most success have teacher and **administration buy-in and support**
- Schedule event date(s) & times, reserve computer labs
- Recruit postsecondary personnel by calling your contacts
- Determine model for your AzCAC event & follow up
- **Build school-wide energy and excitement** around your event with awareness activities and announcements

## Advisory / Core Class Model

- Most popular model
- Bring advisory or core classes (usually English) down to computer lab one at a time to participate in AzCAC
- Easiest to plan for counselors, with administrative support
- English teachers may oppose yet another lost class period for school-wide activities

## Technology Model

- Requires multiple computer labs/laptop classroom sets, entire senior class online at once
- Reserve one lab/classroom for each college or university, or group similar institutions, students fill out application together in that room
- Counselors or volunteers specialize in one application, answer questions for that app in same room
- Depending on school size, may be able to have all seniors complete application in one day

## AzCAC Models

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### Hybrid Model

- Requires more advance planning/prep
- Seniors designate school where they want to apply (usually in short, pre-AzCAC survey)
- Counselors excuse all students applying to that institution on a designated day/time, meet in computer lab to fill out application together
- Easiest way to schedule college reps, maximizes their time

## Non-Core Model

- Pull seniors from non-core course, requires more planning
- Doesn't disrupt core studies, core teachers happier
- Not all seniors are taking the same non-core courses at the same time, may require extra planning
- Courses required for senior (citizenship, civics, etc) may only be half-year course, find out where spring-semester students are during the fall, check them out there

## Minimal Resources Model

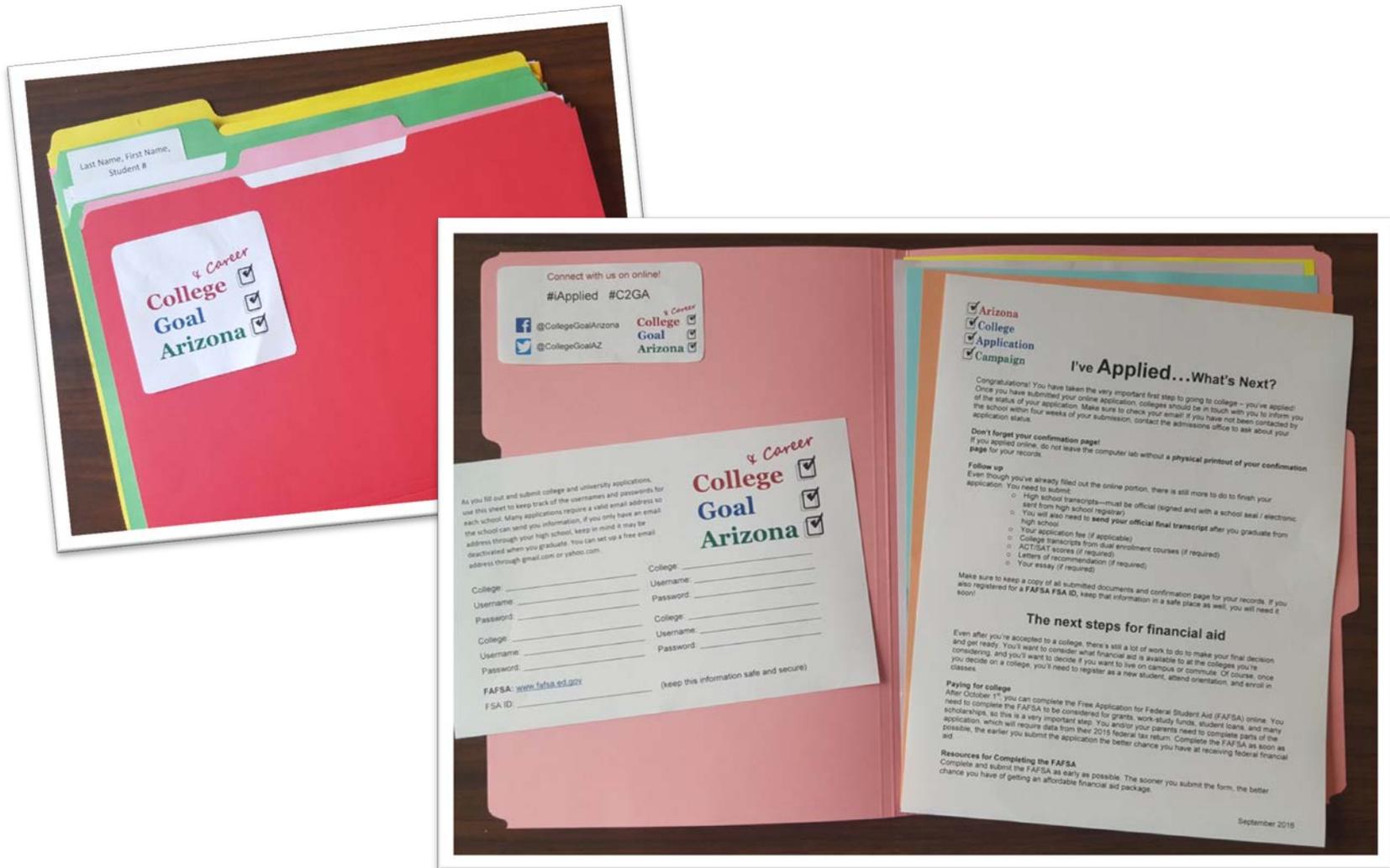
- Most successful in rural districts with smaller, far-flung schools, and/or minimal school/district personnel
- One day for each participating school
- District-wide team including outreach personnel can maximize their time during the week, still reach all schools/seniors
- Enlist help from access group or community college professionals, may ease scheduling college reps

## Find A Model That Works For You

- Each school is different, your size, demographics, location, administration/district support, and available access or outreach programs will influence how you run your AzCAC program
- You may find the second or third year is easier, after figuring out what works/doesn't work in your school
- Please share with us the things that worked, we can include in next year's manual/training as best practices for other schools to implement

# AzCAC Folder for Students

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Templates & documents available to download at [www.collegegoal.az.gov/coordinator-resources](http://www.collegegoal.az.gov/coordinator-resources)

# Helpful Resources for Students

## Getting Started: Arizona's College, University, and F

### ACT/SAT Information:

- Send ACT/SAT test scores to each school where you will apply
- Take for the first time spring of junior year
- Can retake senior year, colleges and universities will accept best
- Must register approximately one month before test date, check
  - ACT: [www.actstudent.org](http://www.actstudent.org)
  - SAT, SAT II: [www.collegeboard.org](http://www.collegeboard.org) (866) 756-7346

### Requesting Official High School Transcripts:

- Request from counselor/school registrar, sent directly to college
- If you took dual enrollment courses, you may also need to request transcripts from the community college where you took that course
- Official transcripts are typically required for:
  - College Admissions
  - Scholarship Applications

### Arizona's Public Universities:

- Arizona State University (Tempe and other campuses): [www.asu.edu](http://www.asu.edu)
- Northern Arizona University (Flagstaff and other campuses): [www.nau.edu](http://www.nau.edu)
- University of Arizona (Tucson): [www.arizona.edu](http://www.arizona.edu)

### Arizona's Private Universities:

- DeVry University (Phoenix, online): [www.devryuniversity.com](http://www.devryuniversity.com)
- Embry-Riddle Aeronautical University (Prescott): [www.erau.edu](http://www.erau.edu)
- Grand Canyon University (Phoenix): [www.gcu.edu](http://www.gcu.edu)
- Northcentral University (online): [www.apply.ncu.edu](http://www.apply.ncu.edu)
- Ottawa University (Phoenix, online): [www.ottawa.edu](http://www.ottawa.edu)
- Prescott College (Prescott): [www.prescott.edu](http://www.prescott.edu)
- Universal Technical Institute (Avondale): [www.uti.edu](http://www.uti.edu)
- University of Advancing Technology (Tempe): [www.uat.edu](http://www.uat.edu)

### Arizona Community Colleges:

- [www.arizonatransfer.com](http://www.arizonatransfer.com) provides resources to student college to a state university.
- Arizona Western College: [www.azwestern.edu](http://www.azwestern.edu)
- Central Arizona College: [www.centralaz.edu](http://www.centralaz.edu) (residential)
- Cochise Community College: [www.cochise.edu](http://www.cochise.edu)
- Coconino Communication College: [www.coconino.edu](http://www.coconino.edu)
- Dine College: [www.dinecollege.edu](http://www.dinecollege.edu)
- Eastern Arizona College: [www.eac.edu](http://www.eac.edu) (residential)
- Maricopa Community Colleges: [www.maricopa.edu](http://www.maricopa.edu)
  - Maricopa Skills Center
  - Chandler-Gilbert
  - Estrella Mountain
  - GateWay
  - Glendale
  - Paradise Valley
  - Phoenix College
  - Rio Salado

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## I Applied...What's

Congratulations! You have taken the very important first step to going to college. Once you have submitted your online application, colleges should be in touch of the status of your application. Make sure to check your email! If you have application status, contact the admissions office.

### Follow up

Even though you've already filled out the online portion, there is still more to application. You may need to submit:

- High school transcripts—must be official (signed and sent from high school registrar)
- You will also need to send your official final transcript from high school
- Your application fee or waiver (if applicable)
- College transcripts from dual enrollment courses (if required)
- ACT/SAT scores (if required)
- Letters of recommendation (if required)
- Your essay (if required)

## The next steps for financial

Even after you've applied and been accepted to college, there's still a lot of final decision and get ready. You'll want to consider what financial aid you're considering, and you'll want to decide if you want to live on campus. Once you decide on a college, you'll need to register as a new student in classes.

### Paying for college

Beginning October 1<sup>st</sup>, you can complete the Free Application for Federal Student Aid (FAFSA) to be considered for grants, work-study, and many scholarships, so this is a very important step. You and/or your parent(s) need to complete the FAFSA, which will require data from their 2015 federal tax return as possible, the earlier you submit the application the better chance you have of receiving a financial aid award.

### Resources for Completing the FAFSA

- You and a parent will need an FSA ID to complete your FAFSA. If you don't have one, register for a FSA ID or have forgotten it, visit <https://fsaid.ed.gov>
- College Goal FAFSA partners with high schools and postsecondary institutions to host events for you and your family to get help with the FAFSA. Visit [www.collegegoal.org](http://www.collegegoal.org)
- The U.S. Department of Education has resources to help you understand financial aid, who qualifies, and how to apply. Learn more at [www.fafsa.gov](http://www.fafsa.gov)
- Speak with your family and your high school counselor about your options.

## INTERESTED IN JOINING THE MILITARY?

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The U.S. Military consists of five service branches: Army, Marine Corps, Navy, Air Force and Coast Guard. Joining the Military is a big decision; you should think carefully and talk with your family or a trusted adult as well as representatives from the Military as you consider your options.

### THE BASICS

- You may have taken the ASVAB (Armed Services Vocational Aptitude Battery) during your junior or senior year of high school. This may help you think about careers that you might enjoy in the Military, and can be used for enlistment for up to two years after taking the test.
- You must have a high school diploma or GED to enlist.
- For those who serve, there may be funds to help pay for college.
- Explore <http://www.todaysmilitary.com> for more information.

### BECOME AN OFFICER

- The Reserve Officer Training Corps (ROTC) is a college program that prepares you to become an officer in the U.S. Military while you get a 4-year degree.
- Scholarships are available to cover tuition and living expenses in exchange for military service after graduation.

Service Branch	University	Website	Affiliated college
Army ROTC	Arizona State University	<a href="https://militaryscience.clas.asu.edu/">https://militaryscience.clas.asu.edu/</a>	
	Embry-Riddle Aeronautical University	<a href="http://erescott.erau.edu/rotc/army/index.html">http://erescott.erau.edu/rotc/army/index.html</a>	
	Grand Canyon University	<a href="https://www.gcu.edu/future-students/army-rotc-programs.php">https://www.gcu.edu/future-students/army-rotc-programs.php</a>	
	Northern Arizona University	<a href="http://nau.edu/Army-ROTC/">http://nau.edu/Army-ROTC/</a>	
	University of Arizona	<a href="http://wildcatbn.arizona.edu/">http://wildcatbn.arizona.edu/</a>	
Navy/Marine ROTC	Arizona State University	<a href="https://nrotc.asu.edu/">https://nrotc.asu.edu/</a>	Pima Community College
	University of Arizona	<a href="http://w3.arizona.edu/~nrotc/">http://w3.arizona.edu/~nrotc/</a>	
Air Force ROTC	Arizona State University	<a href="https://afrotc.clas.asu.edu/">https://afrotc.clas.asu.edu/</a>	Pima Community College
	Embry-Riddle Aeronautical University	<a href="http://prescott.erau.edu/rotc/air-force/">http://prescott.erau.edu/rotc/air-force/</a>	
	Northern Arizona University	<a href="http://nau.edu/air-force-rotc/">http://nau.edu/air-force-rotc/</a>	
	University of Arizona	<a href="http://wildcatwing.arizona.edu/">http://wildcatwing.arizona.edu/</a>	Park University, Pima Community College



## Communicating with Parents

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- **Involve parents and families in the event:**

Send letter home with explanation of program

Request their help with prep work at home; invite them to participate at the school with their child

Invite them to participate as a volunteer throughout the event

Let them know about upcoming College Goal FAF\$A events and their role in financial aid applications

The Site Coordinator Manual & Appendix have templates you can copy & paste.

## Using the Power of Volunteers

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- **Contact Arizona's postsecondary institutions** and college access professionals to help in your school
- Groups of other **helpful volunteers**
  - Retired high school teachers or administrators
  - Postsecondary students in your community
  - Local volunteer organizations
  - Parents with college experience
  - Local community business leaders, or city council
- Key to volunteer success:
  - **Clear directions and explanations of the process** by site coordinator. ACPE will provide a short intro training for volunteers



## Volunteer Roles

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- Post signage and direct students to computer lab/library
- **Greet students with enthusiasm**
- Where appropriate, share their own experiences from college or university
- Manage sign-in/sign-out sheets
- Monitor printers, refill paper if necessary
- Help clarify the questions a postsecondary application is asking, **reading and explaining the question to students**
- Remind students to complete online student report
- Distribute wristbands and stickers to students who have finished applications

## Event Awareness Ideas and Activities

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- Announcements, posters throughout the school
- Parent information night / letter
- **Pre-Application Worksheet** (available on website)
- Lunchtime activities: music, *minute-to-win-it* games, treats, trivia games, fight song lip sync contest, prizes, etc.
- Kick-off assembly with guest speaker on the importance of college/university completion

# Event Awareness Ideas and Activities

- Door decorating contests among faculty/staff
- “Ask Me About College” posters in each classroom
- College pennants and “I applied” wall or bulletin board



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# AzCAC swag and promotional items

## Apply For Your Future!

[www.collegegoal.az.gov](http://www.collegegoal.az.gov)

*& Career*

**College**

**Goal**

**Arizona**

**Get the job you want**

**Earn 66% more \$\$ in your lifetime**

**Be a leader & role model in your family**



Available to order by contacting [jsloan@azhighered.gov](mailto:jsloan@azhighered.gov)

## Data, Data, Data!

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At the end of the application session, **each student must complete a short 10-minute exit “student report.”**

This will **provide information to your school** such as:

- # of applications filed during & before event
- # of applications completed; what remains to be finished
- # of FIRST applications completed at event
- Where students had problems in specific applications
- Summary of applications for public universities, community colleges, and out-of-state schools

\*All data in school summary form, and by individual student

## Days Leading Up To Your Event

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- **Work with IT personnel** to ensure in-state applications and AzCAC Student Report (SurveyMonkey) websites are not blocked, if possible, bookmark on each computer for easy access during the event.
- Prepare list of responsibilities & instructions for volunteers
- Determine check in/check out process (class roster?)
- Prepare transcripts and ACT/SAT scores for students to use during their application process (this can be via the folder method, or otherwise)
- Pre-sign Arizona Public University Application Fee Waivers
- **Awareness activities** throughout the school to generate enthusiasm
- Remind teachers & staff of activities; ask them to wear college clothing during the event days

## Day of the Event

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- Set your goal: 100% of seniors will complete an application
- **Ensure IT staff will be on site in case of issues**
- Make sure everyone receives a list of instructions, including students (what does this look like for them?)
- Greet and brief volunteers
- Use class roster to take attendance during each session
- **Make sure everyone knows about and encourages completion of the exit student report (SurveyMonkey)**
- Have students show proof of student report completion before their name goes into a drawing or rewards/promotional materials are distributed

## Event Follow-Up

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- **Follow-up with students who were absent**, schedule make-up day/time
- Reach out to students who did not have time to complete the application, provide space for them to finish and submit
- **Share AzCAC data with your school**
- Have a wrap-up meeting with your planning team to discuss what went well, how to improve. Share best practices with ACPE
- Celebrate your success!

## Thank you for your time!

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- **Email the answer to these two questions to be entered to win a Starbucks gift card!**



- **Question 1:** What was the most helpful part of this training?
- **Question 2:** What is one new idea you would like to implement in your AzCAC event this year?
- Email your answers to [hdoxey@azhighered.gov](mailto:hdoxey@azhighered.gov) by Monday, Sept. 26, 2016!

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