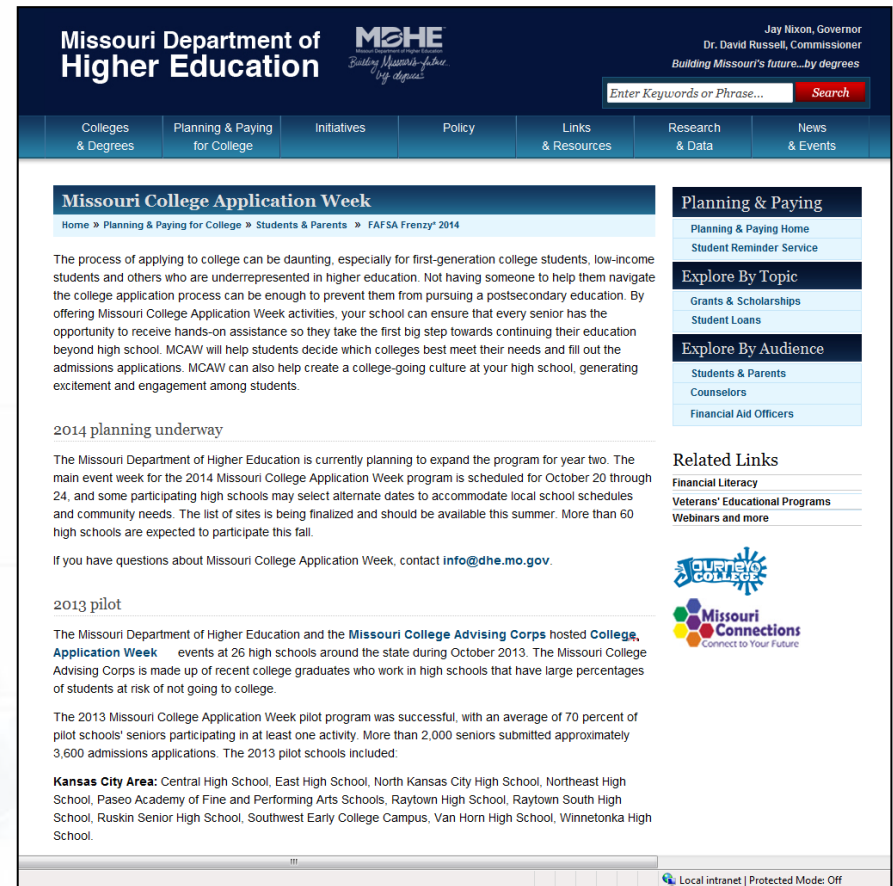


Implementing Missouri College Application Week



MCAW Implementation Guidebook

- Will be available early summer at:
 - www.dhe.mo.gov/ppc/students/CollegeApplicationWeek.php
- Contains:
 - Checklists and tasks
 - Fillable templates
 - College fit worksheet
 - Student admissions worksheet
 - Student survey
 - Missouri school list
 - Much more!



The screenshot displays the Missouri Department of Higher Education (MOHE) website. The header includes the MOHE logo with the tagline "Building Missouri's future... by degrees" and the names of Governor Jay Nixon and Commissioner Dr. David Russell. A search bar is located on the right. A navigation menu lists various categories: Colleges & Degrees, Planning & Paying for College, Initiatives, Policy, Links & Resources, Research & Data, and News & Events. The main content area is titled "Missouri College Application Week" and includes a breadcrumb trail: Home » Planning & Paying for College » Students & Parents » FAFSA Frenzy 2014. The text describes the challenges of college application for first-generation students and low-income families, and how the MCAW program provides support. It mentions the 2014 planning underway and the 2013 pilot program. A list of schools in the Kansas City Area is provided. On the right sidebar, there are links for "Planning & Paying", "Explore By Topic", "Explore By Audience", and "Related Links". The footer shows the local intranet and protected mode status.

Missouri Department of Higher Education

MOHE
Building Missouri's future... by degrees

Jay Nixon, Governor
Dr. David Russell, Commissioner
Building Missouri's future... by degrees

Enter Keywords or Phrase... Search

Colleges & Degrees Planning & Paying for College Initiatives Policy Links & Resources Research & Data News & Events

Missouri College Application Week

Home » Planning & Paying for College » Students & Parents » FAFSA Frenzy 2014

The process of applying to college can be daunting, especially for first-generation college students, low-income students and others who are underrepresented in higher education. Not having someone to help them navigate the college application process can be enough to prevent them from pursuing a postsecondary education. By offering Missouri College Application Week activities, your school can ensure that every senior has the opportunity to receive hands-on assistance so they take the first big step towards continuing their education beyond high school. MCAW will help students decide which colleges best meet their needs and fill out the admissions applications. MCAW can also help create a college-going culture at your high school, generating excitement and engagement among students.

2014 planning underway

The Missouri Department of Higher Education is currently planning to expand the program for year two. The main event week for the 2014 Missouri College Application Week program is scheduled for October 20 through 24, and some participating high schools may select alternate dates to accommodate local school schedules and community needs. The list of sites is being finalized and should be available this summer. More than 60 high schools are expected to participate this fall.

If you have questions about Missouri College Application Week, contact info@dhe.mo.gov.

2013 pilot

The Missouri Department of Higher Education and the Missouri College Advising Corps hosted College, Application Week events at 26 high schools around the state during October 2013. The Missouri College Advising Corps is made up of recent college graduates who work in high schools that have large percentages of students at risk of not going to college.

The 2013 Missouri College Application Week pilot program was successful, with an average of 70 percent of pilot schools' seniors participating in at least one activity. More than 2,000 seniors submitted approximately 3,600 admissions applications. The 2013 pilot schools included:

Kansas City Area: Central High School, East High School, North Kansas City High School, Northeast High School, Paseo Academy of Fine and Performing Arts Schools, Raytown High School, Raytown South High School, Ruskin Senior High School, Southwest Early College Campus, Van Horn High School, Winnetonka High School.

Planning & Paying

- Planning & Paying Home
- Student Reminder Service

Explore By Topic

- Grants & Scholarships
- Student Loans

Explore By Audience

- Students & Parents
- Counselors
- Financial Aid Officers

Related Links

- Financial Literacy
- Veterans' Educational Programs
- Webinars and more

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MCAW Spring 2014 Checklist

- ☐ Build a school-wide MCAW planning team
 - Determine your MCAW event timeframe
 - Determine which activities to offer
 - Create a draft schedule
- ☐ Add activities to your school's calendar
- ☐ Reserve space for your MCAW activities
- ☐ Complete the [2014 Missouri College Application Week hosting survey](#)

MCAW Activity Ideas

1. Kick-off assembly
2. Class assignments
3. Admission application lab
4. FAFSA PIN application
5. College fair
6. College t-shirt day
7. Viewing [First Generation](#)
8. Daily announcements, contests
9. Parent/teacher conferences
10. Counseling students about college “fit”
11. Helping students apply for an ACT or SAT test
12. Military/ROTC workshop
13. College preparation workshop
14. Gathering student videos and feedback
15. “I applied” celebration

2013 Pilot Activities



- Average number of activities per site = 4.24
- Total number of seniors applying = 2,012
- Average percentage of seniors applying to at least one college or other school = 36.92%

Activity	Potential volunteers	Calendar?	Reserve space?
Kick-off assembly	Outside speakers	Yes	Yes
Class assignments	Teachers	No	No
Application lab	College access professionals, college academic advisors, guidance counselors	Yes	Yes
FAFSA PIN	Technical assistance	Yes	Yes
College fair	Bus driver if fair is off-site	Yes	Maybe
College t-shirt day	Counselors, teachers, staff	Yes	No
First Generation film	Staff or teacher to moderate film	Yes	Yes
Daily contests	Office staff	No	No
Parent-teacher conf	Staff for an information MCAW table	Yes	Yes
Counseling students	College access professionals, college academic advisors, guidance counselors	Yes	Yes
ACT test registration	Counselors, teachers, or staff	No	Yes
ROTC workshop	Outside speakers	Yes	Yes
College prep panel	Seniors who applied early; college advisors	Yes	Yes
Student selfies	Students or teachers from media classes	No	No
“I Applied” celebration	Photography or journalism students	Yes	Yes

Sample MCAW Schedule

- Monday, October 20
 - 8:45-9:45 Kick-off assembly in gym; distribute College Portfolios, explain how MCAW will work
 - 10:00-3:00 Senior English classes admissions essays
- Tuesday, October 21
 - 8:15 Morning announcements to include college trivia
 - 10:00-3:00 Senior English classes admissions essays
 - 1:00-3:00 Individual college fit counseling
- Wednesday, October 22
 - 8:15 Morning announcements to include college trivia
 - 8:45-3:00 Assistance submitting applications in computer lab
 - 11:20-12:40 Promotional/informational table in cafeteria

Sample MCAW Schedule

- Thursday, October 23
 - 8:20-9:10 Play college BINGO during first period; use completed BINGO cards for a prize drawing during “I applied” celebration
 - 8:45-3:00 Assistance submitting applications in computer lab
- Friday, October 24
 - 8:15 Morning announcements to include college trivia
 - 8:45-12:15 Assistance submitting applications in computer lab
 - 1:45-3:00 MCAW “I applied” celebration and tailgate party

2014 MCAW Host Survey

- Online survey gathers:
 - Demographic information (site coordinator name, email address, etc.)
 - Approximate number of seniors expected in the school's 2014-15 graduating class
 - Your MCAW begin and end dates
 - Your planned activities

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2014 Missouri College Application Week Survey

Please complete this survey to help us with the planning process for the 2014 Missouri College Application Week. If you are coordinating more than one high school location, please complete this survey for each high school.
There are 12 questions in this survey.

2014 Missouri College Application Week Survey

*Name of MCAW Site Coordinator

*Name of High School

*Job Title

*E-mail

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Zip CodeOnly numbers may be entered in this field****Approximate Number of graduating seniors***Only numbers may be entered in this field****Dates of your MCAW events**
Check any that apply☐ **Mon. 10/20/2014 - Fri.
10/24/2014**☐ **Other: Begin Date**☐ **Other: End Date**

? You may choose the main event week or other timeframe to accommodate your school's schedule or the local community. The begin date must be on or after October 1 and the end date must be no later than October 31.

***What MCAW activities are you tentatively planning for fall 2014?**

2014 Missouri College Application Week Survey - Windows Internet Explorer

http://www.dhe.mo.gov/limesurvey/index.php?sid=87565&lang=en

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2014 Missouri College Application Week Survey

☐ Other: Begin Date

☐ Other: End Date

? You may choose the main event week or other timeframe to accommodate your school's schedule or the local community. The begin date must be on or after October 1 and the end date must be no later than October 31.

What MCAW activities are you tentatively planning for fall 2014?
Check any that apply

- ☐ Kick-off assembly
- ☐ Class assignment(s)
- ☐ One-on-one admissions application assistance (computer lab)
- ☐ FAFSA PIN application (computer lab)
- ☐ College fair
- ☐ College-related contests
- ☐ Counseling students individually about college "fit"
- ☐ MCAW "I applied" celebration
- ☐ Other:

Comments/questions/concerns

Load unfinished survey
Resume later

Submit

Exit and clear survey

Tasks for late July-early August

- Fall site coordinator conference calls
- Order your supplies and promo items
 - <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>
 - Select “MCAW site coordinator” from the ddlb
 - Order the following:
 - MCAW “I applied” wristbands (green)
 - MCAW “I applied” stickers
 - MCAW 1.25” buttons
 - Indoor/outdoor MCAW vinyl banner
 - [*College Portfolios*](#)
 - [*Planning for Financial Success*](#) calendars
 - FAFSA Frenzy leaflets, mood pencils and mood cups



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