

# UTAH COLLEGE APPLICATION WEEK

## SITE COORDINATOR MANUAL 2022 EDITION



UTAH SYSTEM OF  
HIGHER EDUCATION



Utah



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## Executive Summary

### New Coordinators

Welcome to Utah College Application Week (UCAW)! This manual serves the purpose of supporting the planning of your event. Refer to this manual to help you organize your planning tasks. There are several items in this manual you may find helpful as you begin the planning process:

- Welcome & Background: Utah College Application Week
- Site Coordinator Responsibilities
- Site Coordinator Calendar Check List
- Best Practices: Creating a College Going Culture/UCAW Awareness
- College Focused Activities in the Classroom
- Application Fee Waivers
- Data Tracking
- After Your College Application Program
- Resources and handouts starting on page 34

### Returning Coordinators

Welcome back to Utah College Application Week (UCAW)! This manual serves the purpose to remind you of planning task and/or help training new UCAW staff members on your planning team. There are several items in this manual you may find helpful as you refresh on the planning process:

- Site Coordinator Responsibilities
- Site Coordinator Calendar Check List
- Application Fee Waivers
- Data Tracking
- Resources handouts starting on page 34

### The Goal & Partnership with National American College Application Campaign

Utah College Application Week (UCAW) aims to provide every high school senior at our partner schools with the opportunity to complete at least one college or university application during the school day. Particular focus is placed on students who will be the first in their families to attend college, low-income students, and students who may not have otherwise considered applying to college.

UCAW is part of the [American College Application Campaign and the ACT Center for Equity in Learning \(ACAC/ACT\)](#). ACAC/ACT is a national effort to increase college access through sharing ideas, developing best practices, and providing technical assistance to implement a college application event.

**After your College Application Week event**, your school team should meet to debrief the successes and challenges of the current year's initiative. By quickly assessing what worked and what areas need improvement, your school team can jump-start planning for the following year's program and create an action plan to work with students who still need to finish the college and financial aid application processes.

Remember that UCAW is part of a 1-2-3 Step Approach that includes a FAFSA Completion Event (refer to the FAFSA Night manual) to ensure students apply for financial aid as part of the admissions process. Lead-up events can assist students in registering for their FAFSA FSA ID. And a celebration of College Decision Day in May is the final event in the cycle.

**For any questions** regarding the information included in this document or about Utah College Application Week, please contact the UCAW State Coordinator [ucaw@ushe.edu](mailto:ucaw@ushe.edu).

**American College Application Campaign**  
[equityinlearning.act.org/acac](http://equityinlearning.act.org/acac)

**Utah System of Higher Education**  
[ushe.edu/utah-college-application-week](http://ushe.edu/utah-college-application-week)

# Section 1:

## Introduction

## Welcome to Utah College Application Week!

This initiative aims to help high school seniors navigate the college admissions process and ensure each high school senior submits at least one college admissions application during the school day. There is no participation fee or cost for schools to participate in UCAW. However, success is heavily reliant on school buy-in and the ability of a site coordinator to absorb the hours required for planning and implementation.

As part of Utah College Application Week, schools should plan a FAFSA Completion Event to ensure students apply for financial aid as part of the admissions process. Lead-up events can assist students in registering for their FAFSA FSA ID. A celebration of College Decision Day in May is the final event in the cycle. Nationally, this is viewed as the 1-2-3 Step Approach.

### About our National Partners: ACAC/ACT

The ACAC initiative began in 2005, run by a single GEAR UP program in Chatham County, North Carolina. By 2008, several other states had started implementing a College Application Campaign. In 2014, ACAC was integrated into all fifty states. Utah joined the initiative in November 2013 with a pilot program of eight high schools in three districts with 2,300 students. Last year, 124 Utah high schools in 32 districts participated, from Logan to Blanding and Tooele to Moab. More than twenty-four thousand seniors completed college applications as part of UCAW last fall.

**\*\*As an ACAC partner state, Utah commits to tracking completed college applications statewide. Tracking college applications and data in each school becomes vital to the sustainability of this program.\*\***



# Section 2:

## Site Coordinator Planning

## Responsibilities of the Utah System of Higher Education

- The state UCAW coordinator will provide national and statewide coordination, overall planning, timelines, tracking/reporting data, and implementation for this program at a state level.
- USHE will create training materials for successful implementation and provide links to UCAW resources on the USHE website: [ushe.edu/utah-college-application-week](https://ushe.edu/utah-college-application-week).

## Responsibilities of Participating High Schools/Districts

- Participating schools are expected to hold their UCAW event during **October**, which is the State of Utah's official Utah College Application and Financial Aid Awareness Month.
- We encourage site coordinators to implement UCAW in a way that will work with their individual school demographics, staff, volunteers, geography, and resources. The success of UCAW is based on the flexibility to tailor the program to serve best your school schedule, school culture, and student population.
- Many schools have succeeded with a two-week model: one week for building awareness and excitement, followed by the actual application week. Other schools are small enough that their College Application Week is just one day.

## Site Coordinator Role & Responsibility

Each high school will identify a site coordinator, typically a counselor or an assistant principal, who will be responsible for implementing the program at their school.

**\*\*Institutional memory is valuable! This is why we ask that interns and other temporary employees be reserved for assisting in the planning and implementing of UCAW events and that the primary site coordinator be either a school counselor or a permanent school employee. Temporary employees, like interns, are essential to accomplishing UCAW events and maintaining rapport with students and will be an excellent support to a permanent school employee on site.\*\***

## Site Coordinator Check List

### BEFORE UCAW

- ☐ Register your school to participate in UCAW and FAFSA Nights at [https://csbsutah.co1.qualtrics.com/jfe/form/SV\\_bjh4LOwUlbcgXWe](https://csbsutah.co1.qualtrics.com/jfe/form/SV_bjh4LOwUlbcgXWe).
- Schedule an event to occur **during the school day** to allow all seniors the opportunity to complete and submit one viable college application, with a particular focus on engaging first-generation students, low-income students, and students who may otherwise not apply to college.
- ☐ Review the [2022 UCAW/FAFSA Night List-Public](#) to ensure your school has scheduled the correct dates.
- **Note: Need to change your school's UCAW or FAFSA Night date(s)?** Refer to the link above and select "I need to change details on my event".
- ☐ Build a school site team; plan the first meeting date (teachers, SBOs, administrators, parents/families, Local College Access Networks, etc.). *See the section "Building a UCAW Team" below this checklist.*
- ☐ Add Utah College Application Week to your school's master calendar
- ☐ Reserve computer labs facilities for UCAW
- ☐ Recruit and train all volunteers for the day of event tasks. Volunteers may include school teachers or staff, parents/PTA, alumni, community groups, or local businesses
- ☐ Coordinate with regional college representatives and college/university admissions offices to serve as volunteers to help students fill out any college applications.
- ☐ Communicate the opportunity to students, parents, families, and the community; this is a great way to recruit volunteers. Sample letters are in the Resources and Handouts section.
- ☐ Check [ushe.edu/utah-college-application-week](https://ushe.edu/utah-college-application-week) for updated information for college admissions, college application links, and other handouts you can use during UCAW.

### DURING UCAW

- ☐ Welcome volunteers and make sure they are all clear on their roles and responsibilities
- ☐ Coordinate with your school's FAFSA Night Coordinator on helping students register for their FAFSA FSA ID during College Application Week.
  - Be prepared to share information about [HB-144](#) and [scholarship opportunities](#) to undocumented students

- ☐ Help promote your school's FAFSA Night to students and parents. *The idea is that whenever there is a conversation about applying to college there is a conversation about paying for college.*
- ☐ Ensure each senior receives a packet of information, including the "What's Next" document and information on FAFSA completion
  - **Optional:** Plan for a make-up event to catch students that were not able to participate during your school's UCAW.
- ☐ Help students send transcripts to colleges and universities immediately; utilize electronic transcripts whenever possible to reduce time and cost. *Refer to the "Electronic Transcript Info & Instructions" handout linked on the UCAW website. .*
- ☐ Set a goal for seniors completing at least one college application. [College is 1, 2, 4 or more.](#)
- ☐ Remember to take pictures during UCAW events and upload to Facebook, Twitter, or Instagram and use hashtags **#iApplied**, **#CollegeBound** and **#UCAW**
- ☐ **New Option! College Application Checklist in Keys to Success App.** Students explore Utah colleges and have access to a step-by-step checklist of the college application process. The feature will launch October 2022 and will be there in the KTS app all year so students can keep track of each step it takes to apply to college.

### EVENT FOLLOW-UP

- ☐ Submit all requested information and data to Utah System of Higher Education. ***i.e. your response to the UCAW Coordinator Survey.***
- ☐ With the support of a college access adviser or scholarship coordinator, create a plan to follow-up with students to ensure they submit transcripts and/or submit incomplete college applications.
  - **Optional:** Stage a make-up event for those absent or those who did not complete an application.
- ☐ Have a wrap-up meeting with your school team; discuss positives and things that went well; discuss things that could be improved, and brainstorm ways to eliminate those issues next year.
- ☐ Thank your volunteers; see the Resources and Handouts section for a sample letter.

### SPRING EVENTS

- ☐ **FAFSA Completion events or programming.** Co-plan or promote any follow-up events happening at your school.
- ☐ **National Decision Day, May 1.** Plan a small celebration, assembly, or lunchtime activity to celebrate seniors' decision to enroll in college or university or any post-secondary plan such as going to the military, Peace Corps, serving a religion mission or entering the workforce.

## Building a UCAW Team

Utah College Application Week events held at participating high schools are collaborative initiatives organized by the site coordinator. A school team comprised of a variety of stakeholders is extremely effective in creating support and buy-in for your school's UCAW event. Leveraging partnerships with community organizations, PTAs, community councils, and other parent or family groups, student clubs or honor societies, teachers, college readiness personnel within your school or district, and local college access groups that serve your area will provide much-needed volunteers, increase success, and generate additional ideas.

After your Utah College Application Week event, your school team should meet to debrief the successes and challenges of the current year's initiative. By quickly assessing what worked and what areas need improvement, your school team can get a jump-start on planning for the following year's program and create an action plan to work with students who still need to finish the college application and financial aid application processes.

The following worksheet provides suggestions of groups to incorporate as you build your team:

### UCAW TEAM WORKSHEET

Potential Partner	Name	Email Address	Phone Number
Administration (principal, assistant principal, etc.)			
School counselors			
Utah College Adviser (if applicable)			
School district foundation			
Student representatives			
Teacher representatives			
Title 7 representative (Indian Education)			
PTA, parent, or community council representatives			

Chamber of Commerce representative			
Community non-profit supporting organization			
Faith-based community representative			
K-12 or K-16 alliance			
Local business leaders			
Mayor's office			
Non-profit representative			
School Board Association			
Other			
<b>Access Personnel (may not all be applicable in all districts or all schools)</b>			
AVID partner			
GEAR UP			
TRiO – Talent Search			
TRiO – Upward Bound			
POP (People of the Pacific)			

## Staging a Successful Event

### School Buy-In

Based on feedback from previous UCAW events, the schools with the most success during UCAW had strong support from school administration and district staff. Engaging teachers and other staff to help with awareness activities and application efforts also creates a more successful event.

### Key Elements

High schools implementing a successful College Application Week event at their school will include the following as part of their initiative:

- **School team.** Identify and gather a school team comprised of counselors, staff, and community members with support from the school administration and district.
- **Space to host event activities.** Reserve and use computer rooms or labs for students to use to complete their applications during UCAW events.
- **FSA ID.** Assist each eligible high school senior in registering for a FAFSA login (FSA ID) and linking the college application process to the financial aid piece by hosting at least one FAFSA Completion event in the fall.
- Follow up with students after the event to ensure the applications they submitted are complete, including official high school and Concurrent Enrollment transcripts, college entrance exam scores, payment of application fees, etc.
- **Create awareness of post-secondary options.** Continue to create a college-going culture within your school through a variety of approaches—some suggestions and best practices are included in this guide.
- **Decision Day.** Create a celebration surrounding National Signing Day/College Decision Day during the first part of May. Read on for more information and ideas.
- **Engagement with the local entities.** Engage local community organizations, families, and others through volunteer opportunities, informational letters, and advertising campaigns, or other marketing efforts.

### Best Practices

- **Leverage support of the school team to ensure that students are prepared to participate in the event** (planning pre-application activities, giving students the assignment to research the institutions to which they want to apply, making students aware of the information and resources required from home for their application such as Social Security Numbers, means to pay admission fees, etc.).
- **Use student leaders or other peer-to-peer mentors throughout the process.** Several other schools reported this as a very positive addition to their UCAW event.
- Solicit funds from businesses, community organizations, or district foundations to support students with financial needs to help with application fees, as well as other donations to be used as prizes and giveaways for students.

## Branding

UCAW is a statewide initiative linked to a national campaign, so although implementation is done at the school level, it is not a school-specific program. **All school-produced documents should include the UCAW logo and copyright.** As schools plan and execute their own advertising, marketing, and communication efforts, please include the UCAW logo in addition to any district or school logos, including on all letters or communications to students and parents, handouts, any printed posters, press releases, and thank you letters.

Schools have the option to use the button and sticker design and print their own. See page, 37 for files. If you need specific files please reach out to [ucaw@ushe.edu](mailto:ucaw@ushe.edu).



UTAH COLLEGE  
APPLICATION WEEK

3" button



2.5" sticker



## **Structuring the Application Event**

### **The Core Class Model**

The most popular model for UCAW is to organize the event around core classes that enroll all high school seniors, usually English, and bring those classes to the computer lab during regular class time to participate in UCAW. For schools with limited computer labs, this means scheduling class lab space throughout the week. This is the easiest model to plan, but be aware of other events that may have recently encroached on core class teachers' instruction time.

### **The Non-Core Model**

Instead of using core classes, some schools have used citizenship/government classes for College Application Week. Keep in mind that not all seniors are in this half-year class during the fall. Schools that use this model have identified students that were not in the citizenship/government courses and checked them out of another non-core class to participate.

### **The Technology Model**

Some schools have enough computer labs, individual laptops, and bandwidth for the entire senior class to be online at the same time filling out applications. Schools will still need to designate a room for students using laptops and staff those rooms with teachers, counselors, or volunteers who are familiar with the application process to help answer questions. Using this formula, a high school may be able to schedule all seniors to complete an application in a single day or half-day, depending on school size.

### **The Hybrid Model**

Some schools, for example, Provo High School, distribute a short survey to their seniors, asking them to identify the top schools where they wished to apply. Provo High then checked out students based on the institution they were applying to and sent them to the appropriate computer lab. For example, all students who were applying to UVU were in the same computer lab at the same time, with a college rep from UVU there to help answer questions. All students who were applying to USU were in the computer lab at the same time with a USU rep there to offer additional assistance. Having all students fill out the same application at the same time contributed to some group troubleshooting. This method takes more planning and preparation hours but ran very smoothly.

### **Optimizing Resources Model**

San Juan is a rural district with a lot of square mileage and five high schools. Their College Application Week team consisted of individuals from the district and from the USU-Blanding campus. This team spent one day at each high school for a week assisting students in filling out applications. Due to their small class size and large distances between schools, this method helped each high school maximize its resources. The district and USU-Blanding were able to equally support the schools by traveling to each one on a designated day.

### **Distance Learning Model**

Given the rise of the pandemic in 2020, many schools implemented UCAW through distance learning. Schools have created a self-directed Canvas course while others have created a page on their school counseling site for their event. Schools may also consider directing students to the Keys to Success College Application Checklist to help students explore colleges. Social distanced events may be possible, so please follow your district and school policy.

## Additional Resources

American College Application Campaign

[acac@act.edu](mailto:acac@act.edu)

[equityinlearning.act.org/acac/resources/site-coordinator-materials](http://equityinlearning.act.org/acac/resources/site-coordinator-materials)

Utah College Application Week

Utah System of Higher Education

[ushe.edu/utah-college-application-week](http://ushe.edu/utah-college-application-week)

[ucaw@ushe.edu](mailto:ucaw@ushe.edu)

Keys to Success

[ktsutah.org/ucaw](http://ktsutah.org/ucaw)

Georgia Apply to College Materials

University System of Georgia

[usg.edu/apply-to-college](http://usg.edu/apply-to-college)

Go On, Idaho! Statewide FAFSA Day

[financialaid.boisestate.edu/timely-tips-archive/goonidahostatewidefafsaday](http://financialaid.boisestate.edu/timely-tips-archive/goonidahostatewidefafsaday)

Kentucky College Application Week Materials

Kentucky Higher Education Assistance Authority

[kheaa.com/website/kycaw/home](http://kheaa.com/website/kycaw/home)

Michigan College Application Week

[micollegeaccess.org/events/college-application-week](http://micollegeaccess.org/events/college-application-week)

[micollegeaccess.org/events/college-application-week/site-coordinator-resources](http://micollegeaccess.org/events/college-application-week/site-coordinator-resources)

North Carolina College Application Week

College Foundation of North Carolina

[cfnc.org/caw](http://cfnc.org/caw)

Oregon College Application Week

Oregon Goes to College

[oregongoestocollege.org](http://oregongoestocollege.org)

West Virginia College Application and Exploration Week

College Foundation of West Virginia

[cfwvconnect.com/caew.html](http://cfwvconnect.com/caew.html)

# Section 3:

## Pre-Event Awareness & Activities

## Best Practices: Creating a College-Going Culture and Preparing Students for College Application Week

Provide activities for **all students** in your school prior to and during Utah College Application Week. You might organize workshops during student/family pre-college evening events, during homeroom with students, or during the actual College Application Week. You can find templates for some of these activities included in the Resource and Handouts section. Some topics to focus on include:

- **9<sup>th</sup> grade:** Decision making, learning styles, study habits, HS transcript and academic planning, connection between school and careers, how to qualify for a scholarship, colleges and the degrees offered, college admission criteria, etc.
- **10<sup>th</sup> grade:** Progress check, extracurricular activities, earning college credit during high school (AP, IB, Concurrent Enrollment), college costs and ways to pay, college visits (including online visits), ACT, etc.
- **11<sup>th</sup> grade:** Money management, finding scholarships, admissions process, college entrance tests, preparing to apply, writing personal statements and essays, etc.
- **12<sup>th</sup> graders who have already applied to college:** peer-to-peer mentoring during College Application Week, what to expect in college, resume writing, FAFSA, searching for scholarships, finding the right college for you, etc.

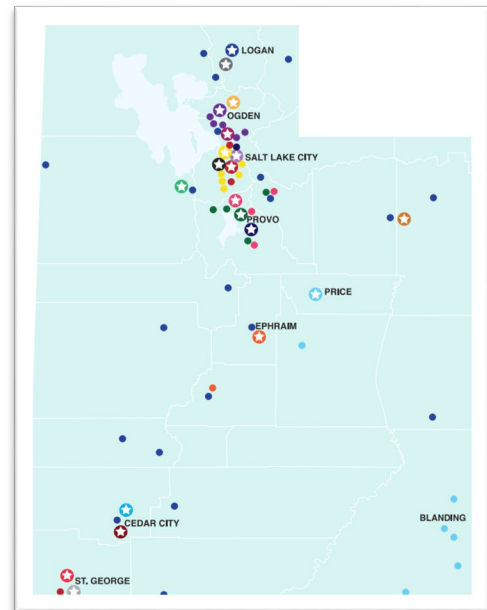
### Incorporate College-Focused Activities into the Classroom

- **New Option! Keys to Success (KTS) College Application Checklist.** Students explore Utah colleges and have access to a step-by-step checklist of the college application process. The feature will launch October 2022 and will be there in the KTS app all year so students can keep track of each step it takes to apply to college. *Download the KTS app from the Apple Store or Google Play.*
- The US Department of Education Federal Student Aid Office and the Utah System of Higher Education has **grade-level checklists** and research tools to help students become academically and financially prepared for postsecondary education. These checklists and resources can be utilized in classroom preparation activities:
  - [studentaid.gov/resources/prepare-for-college/checklists](https://studentaid.gov/resources/prepare-for-college/checklists)
  - [https://ushe.edu/wp-content/uploads/pdf/k-12/college\\_guide-english.pdf](https://ushe.edu/wp-content/uploads/pdf/k-12/college_guide-english.pdf) (English)
  - [https://ushe.edu/wp-content/uploads/pdf/k-12/college\\_guide-spanish.pdf](https://ushe.edu/wp-content/uploads/pdf/k-12/college_guide-spanish.pdf) (Spanish)
- Ask English teachers if they would be willing to coordinate a **writing workshop** for personal statements or essays. Teachers can go over correct grammar and language to use on a college application. Additionally, stress the importance of using appropriate email addresses (i.e., not hottiegirl1@gmail.com or skoolsucks@gmail.com).
- See if civics, psychology, or social studies teachers will lead a college match lesson where students research and identify schools that are a good fit for their academic records and goals.
- Ask math teachers if they would be willing to do a **lesson on calculating financial need, student loan repayment options, and the return on investment of a college degree**. Investigating average salaries of students who graduate in particular fields is an important piece of the research.

## Communicating to Students, Families, Community Organizations

### College Logo Pennants or Map

A fun way to celebrate students who have applied to college is the college logo pennants. After a student applies to a college have them write their name on a college pennant and hand it up on the designated bulletin board or wall. Some schools hang up a map of UT or the U.S on a wall of a high traffic area and pin the location of the colleges the senior class has applied. This option may cut down on paper cost incurred from printing paper pennants.



### College Application Week Folder



The College Application Week folder has become a popular way to make sure students have all their necessary application information in one place. Event coordinators create a folder for each student with the student's name, their current transcript, and copies of all UCAW worksheets, informational documents, as well as places for students to write down their username and passwords for college or university applications. The folders are theirs to keep and refer to throughout their senior year.

## "Ask Me!" Signs

"Ask Me!" signs are a quick and low-cost way to create awareness and excitement for your school's College Application Week. Send the "Ask Me!" sign to all staff members in the school, have them customize it, and hang it on the door or the wall outside their classroom or office.



## College T-Shirt/Sweatshirt Days

An easy and fun way to generate some excitement in your school is to host college t-shirt or sweatshirt days. Get everyone involved—all students, staff, and administrators! Many schools host these types of college spirit days for several Fridays prior to the school's College Application Week or every day during the week preceding the event.

## College Application Worksheet

Create a list of common information regularly found on college applications so that students can gather the necessary information before applying duringUCAW.

## Utah College Application Week Poster

Hang these posters throughout your campus to bring awareness to all students of the datesUCAW will happen at the school. Invite seniors to participate during your school'sUCAW dates and engage on social media by using ##UCAW, #CollegeBound and #iApplied. **Get creative by creating your own school specific hashtags.**

## School Website

Use your school's website to communicate the opportunity to participate in Utah's College Application Week to students, their families, and the community. In addition to adding your College Application Week to your school calendar, be sure to include pre-event activities on the calendar as well. Use your website to post any materials that you want students and their families to have access to prior to your event.

### **Senior Canvas Course**

Use your school's Canvas portal to create a one-stop-shop for all seniors to access throughout October and throughout the year. In addition to information about Utah colleges (2-year, 4-year colleges and technical colleges), post information on scholarships, FAFSA, and other resources that are pertinent to the student demographics. If your school has a college adviser, you may consider including them in the creation of this canvas course.

### **Morning Announcements**

You can also generate excitement by highlighting different colleges and universities during school announcements in the weeks leading up to your event. Make the announcements exciting by having speakers provide a unique fact about the school, sing the school's spirit song, or take other creative approaches.

### **Involve teachers and staff**

Invite teachers/staff to share their college experience, wear their alma mater gear, decorate their classroom or door with college banners, mascots, or other items, and post signs on classroom doors. Throughout your high school, promote multiple colleges, not one specific college.

### **Informational Letters**

Send letters or postcards to parents and community partners with information and a timeline for UCAW.

### **Phone/Email Blast Message**

To ensure students have time to prepare for the event, it is recommended that you send a phone blast to parents at least three weeks prior to the program. If your school has a college adviser, you may consider including them engaging parents. Sample message:

"This is a friendly reminder that **(Name of High School)** will be hosting Utah College Application Week **October XX-XX** to encourage all seniors to apply to at least one college, if they haven't already done so. Students should come to school that week knowing where they want to apply and should be prepared to fill out a college application by bringing the necessary information like ACT scores list of prior college courses completed. Please reach out to our **[job title of person overseeing UCAW]** at **[contact information]** to answer any questions."

### **School Newspaper**

Enlist the yearbook staff or school newspaper writers to interview seniors about their college plans and publish these interviews in the school paper. Post graphics or ads in the school newspaper or create a special section in the school newspaper talking about College Application Week.

### **School District Awareness & Possible Financial Support**

**You may want to ask your school district foundation to set aside some funds to help high-need students pay college application fees.** Additionally, a district-wide proclamation of UCAW can spread awareness throughout the community and the elementary and junior high/middle schools.

# Section 4:

## Media and Public Relations

## Utah College Application Week Media Information and Guidelines

As a statewide campaign, USHE is able to gain public support and momentum through strategic public relations, press releases, and communication. Coordination of local and statewide media generates support and awareness from government, businesses, and the community.

Individual schools and districts are welcome to contact and speak with the media regarding their College Application Week events. Please make sure to follow district or LEA media policies and rules. Suggested press release verbiage is in the Resources and Handouts section; we ask that schools include this information in any communications with media.

### Photo/Video Release Forms

If you are planning to use a student's likeness via photo or video images, please follow your district or LEA guidelines on photo release forms and keep them on file.

### Local Press Releases

Contact your local media to inform them of your College Application Week. If school policy allows, invite them to cover your program. Media coverage will help students, families, and the community recognize the importance of this program for your school and students. If your school or district has a public relations specialist, utilize them to draft your press release and send it to the proper outlets.

### Mayoral Proclamations

USHE will work with the Governor's Office to proclaim October Utah College Awareness & Application Month. A mayoral proclamation for your city is a wonderful complement. If there are multiple schools in your city limits implementing an event, be sure to coordinate with them so the proclamation is accurate and reflects all participating schools. A sample proclamation is included in the Resources and Handouts section.

### Social Media

Social media is one of the easiest and quickest ways to share information. It is helpful to create posts ahead of time that include theUCAW hashtags, so you can encourage students to use their own social media accounts to share the event with their friends. Pre-selected hashtags are #UCAW, #whyapply, and #iApplied; hashtags help brand theUCAW campaign, make those messages searchable, and group them online to identify whether they are trending. Follow @USHECounselor and @higheredutah on Twitter.

### Example Social Media Posts

**Facebook:** Post multiple times a week leading up to important dates and deadlines. It is important to post items that will engage the audience and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue. Include photos when possible to illustrate the success of your event.

**Twitter:** Twitter has a limit of 280 characters per post. To leave space for users to retweet your post and add a comment, try to keep them to 140 characters or less. Use the

recommended hashtags **#UCAW**, **#CollegeBound**, and **#iApplied** will help with branding and searchability. Include photos when possible. Encourage students to use these hashtags as well. **Follow @USHECounselor and @higheredutah on Twitter**

### Twitter Examples:



Utah System of Higher Education  
@higheredutah

Utah College Application Week gives senior students the opportunity to apply to college during the school day! [#uted](#) [#utpol](#) [#utleg](#)



NSH Counseling @nshcounseling · Oct 7, 2020  
[#ucaw](#) is in full swing at @NorthSanpeteHS



### Instagram Examples:

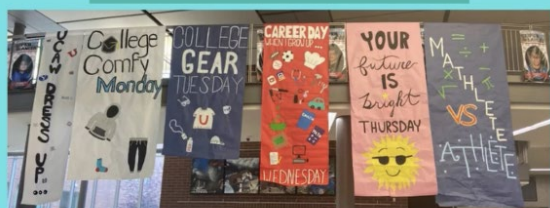


granger\_counseling\_center

Follow



UTAH COLLEGE  
APPLICATION WEEK



SHOW US YOUR UCAW SPIRIT



67 views ·

granger\_counseling\_center Don't forget to show us your UCAW Spirit!

[#Ucaw](#) [#ucaw2021](#) [#iApplied](#)

October 5, 2021

## Media/PR Tips

In accordance with your respective district/LEA's media policy:

### Media

If the media contacts you to do a story, or if they agree to film any UCAW assemblies or activities:

- Send them to the public relations/communications professional at your district/LEA, if applicable ([schools.utah.gov/schoolsdirectory](https://schools.utah.gov/schoolsdirectory); and here for districts: [schools.utah.gov/schooldistricts](https://schools.utah.gov/schooldistricts)).
- Contact Trisha Dugovic, Utah System of Higher Education Director of Communications, at [tdugovic@ushe.edu](mailto:tdugovic@ushe.edu).

If you are reaching out to the media by press release or other action:

- Make sure that the public relations/communications professional at your district/LEA is involved, if applicable
- Follow all current school district media protocol
- Copy Trisha Dugovic on all press releases or other actions ([tdugovic@ushe.edu](mailto:tdugovic@ushe.edu))

### Press releases

We suggest that the following paragraph is used at the bottom of press releases:

#### About Utah College Application Week

Utah College Application Week (UCAW) gives every high school senior in participating schools the opportunity to apply to college during the school day. UCAW is coordinated by the Utah System of Higher Education, is part of the American College Application Campaign (ACAC) and ACT Center for Equity in Learning, and focuses on supporting first-generation and low-income students to apply to and enroll in college.

# Section 5:

## During Utah College Application Week

## Utah College Application Week Collateral

Although in years past, the Utah System of Higher Education has providedUCAW collateral such as buttons and stickers, we have limited resources to provide these materials. **However, we encourage schools to still utilize any “Ask Me about College” buttons you have recycled for volunteers. Buttons are for volunteers and school staff to use annually and identify them as a resource to students during your College Application event. If you would like to print your own buttons and stickers, see page 36 for files to save you time on designing your own.**

---

### Schedule of Events

To keep your school team, administration, teachers, other staff, and volunteers on the same page throughout your College Application Week event, we recommend printing out and distributing a detailed schedule of what will be happening where and when in your school.

### Student Instructions on Day of Event

Provide student with the handout on page 35 for a step by step checklist of the college application process. This handout is similar to the information students find within the Keys to Success App feature called **College Application Checklist**. The online version of this checklist will provide more details with direct links to applications of Utah colleges and universities, as well as information on financial aid, and scholarships.

To access to online College Application Checklist, have the student create a KTS login. If they already have a login then they will already have access to this feature.

### Volunteer Tasks

Volunteers are an important part of a successful College Application Week. Be sure to follow your district and LEA guidelines on using volunteers in the school. Although familiarity with the college application process is a plus, it is not required for volunteers to have a meaningful experience at a participating high school. Here are a few tasks that volunteers can perform during any given College Application Week event:

- Post directional signs in the school for the event. Good signage is the key to reminding students of the event and getting them to the right place.
- Greet students as they arrive at the computer lab.
- Help students log on to a college’s website portal and begin an application.
- Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- Help students register for the FSA ID after they submit their college application(s).
- Share personal college experiences with students, as requested.
- Distribute materials to students after they complete their college application(s), such “Next Steps” handout and a reminder to attend the FAFSA Completion event scheduled at the school.

- Congratulate each student on applying to college and encourage them to complete their admission by sending in their high school transcript, test scores, or any other documentation that the college may require.
- Encourage students to share their experience with other classmates.

## Application Fees

USHE does not have the ability to distribute monies to help low-income students; individual schools or districts are responsible for finding those dollars and formalizing processes for their use. During your site team meetings, you will need to brainstorm and finalize any options for helping low-income students pay for college application fees. In previous years some schools used school district foundation funds; others solicited businesses and community organizations to donate funds to pay application fees. Many sites have loaded donated funds onto a VISA debit card; others have used a school credit card and carefully tracked the charges. Be sure to clear this process with your administration and/or school district.

## Application Fee Matrix and Waivers

Application fees and fee waiver processes are often updated throughout the summer. If you have registered as a site coordinator, we will provide up-to-date information on fee waivers and application requirements via email by September.

## DATA, DATA, DATA COLLECTION

USHE needs to be able to report back to the Utah Board of Higher Education, the Governor's Office, and the state legislature, as well as our national partners on how many high school seniors participate in UCAW events across the state. You will also probably want to report to school administrators, the school board, parents, volunteers, and community members about the impact of your program. Data tracking helps both of those efforts.

Historically, the UCAW survey was provided to schools to administer to students to gather data on their event. To help reduce the number of surveys administered to students from USHE AND achieve the goal of UCAW which is to focus on students applying to college, **USHE will ask UCAW Coordinators to submit a survey after their event to help collect data.**

QR Code to UCAW Coordinator Survey



## Section 6:

# Post Event and Follow Up

## After Your College Application Program

### Team Debrief

As noted on the timeline and checklist included in this manual, it is important that your school team meet after the College Application program to discuss what worked and identify areas for improvement. This time can also be used to share first impressions of the results of your program. Use the student [sign-out sheet](#) to understand the number of students who applied to college and the number of applications that were submitted. During this debrief meeting, the school team should identify a plan to follow up with participating students to ensure they complete the application process (by submitting transcripts, test scores, application fees, etc.), and that they submit a completed FAFSA. School counselors, AVID, GEAR UP, TRiO or UCAC advisers should follow up individually with students, ensure all application fees have been paid and transcripts are submitted to colleges and universities.

### FAFSA Completion

All students should have an FSA ID after College Application Week; talk with students and families about the importance of FAFSA completion, notify them of FAFSA completion events in your area, and offer any other assistance necessary. This includes giving all students additional information on [H.B. 144](#) and their options outside of federal financial aid.

**Please refer to the FAFSA Night Coordinator Manual for additional information.**

### Volunteer Thank you Letters

It is important to recognize the time, energy, and effort that volunteers and staff contributed to your school's College Application Week event. A template thank you letter has been provided. Feel free to print this on school letterhead and mail it. Or, if you would like to send by email, that is a great way to show your appreciation as well.

### Post-Event Press Release

You notified your community that the event was coming up—now make sure you communicate about the success of your program! Use the [post-event press release template](#) in the Resources and Handouts section to update your local media about the impact of your program.

## May: College Decision Day Activities

The end of a students' senior year is often centered on celebrating their graduation from high school. Decision Day is intended to also celebrate their decision to attend an institution of higher education or other post-secondary plans. While National College Decision Day is May 1, any time in May would be appropriate for this activity. It is easy to honor every senior's postsecondary plans, whether that includes a 2-year or 4-year college degree, military or religious service, or a technical certificate.

Ideas for College Decision Day:

- Have a large school-wide event, inviting student groups from the local college or university to talk about First Year programs and what it's like to be a student.

- Organize a College Decision Day assembly.
- Have a large carnival-type celebration with activities and games and a dunk-tank for the school administration.
- Keep things casual by having a quick morning or lunchtime event, where you invite seniors, their parents, underclassmen, faculty, and counselors to mingle in the cafeteria for 30-45 minutes. Hosting this event in the morning, prior to 1st period, won't interfere with many events, and working parents can stop in on their way to work. Doughnuts, bagels, muffins, juice, and coffee make it a celebration without spending too much money. Invite the principal to say a few quick remarks about how proud he/she is of the seniors and all their wonderful accomplishments.
- Encourage students and faculty to wear college t-shirts, college colors, or other college gear.
- Hang up a picture of each senior and include their postsecondary plans and perhaps also a quote, yearbook-style. Or have seniors fill out a blank pennant with their name, their college, and any major or career plans.
- Play college fight songs at a table where students can write thank-you notes to teachers or faculty who have helped with their college applications.
- Have a photo wall backdrop where students can take pictures to upload to Facebook, Twitter, or Instagram and encourage the use of the hashtag #DecisionDay.
- Create a bulletin board or wall map with names of students and where they are going to college, for example, "Where is the Class of \_\_\_\_ Going?"



## Social Media Surrounding National Decision Day

Post multiple times a week on your social media channels leading up to important dates and deadlines. It is important to post items that will engage the audience and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue. We recommend using the hashtags **#DecisionDay**, **#CollegeSigningDay** and **#BetterMakeRoom** to help brand your campaign and make messages related to Utah College Application Week searchable online. Include photos, when possible, to illustrate the success of your event.

### Sample social media posts:

- You've taken the ACT, and you've filled out the FAFSA; now your hard work is about to pay off! College #DecisionDay is May 1. We can't wait to hear where you are going this fall.
- College #DecisionDay is around the corner. What factors will weigh into what college you choose?
- While you're thinking about who your prom date might be, don't forget to keep thinking about where you're going to college this fall. Whether it's a community college, a 4-year university, or a technical college, you've made a big decision to keep learning! #DecisionDay
- May 1 is College #DecisionDay! Join us in congratulating our seniors on this big decision.
- Tomorrow is College #DecisionDay. Show your spirit as we celebrate your future! We are so proud of our seniors.
- Today is the day seniors tell us where they are going to college. Don't forget to wear your college gear to celebrate. It's #DecisionDay!
- Seniors! May 1 is College #DecisionDay. Where are you going?
- Congratulations, seniors, on your College Decision Day!
- College #DecisionDay is next week. Remember to wear your #college colors to school.
- It's Utah's College #DecisionDay! Show us how you're celebrating.

**For more ideas to plan a celebration visit the Better Make Room website:**

<https://collegesigningday.bettermakerroom.org/>

# Resources and Handouts

## Student Instructions for Utah College Application Week

**Congratulations! You are taking the first step toward going to college—applying!** Utah College Application Week is a program designed to assist you with this process. Please remember that there are several things you will need to do after today to complete the college application process:

**Step 1:** Make a list of colleges and compare them to determine the best fit for you. You can discuss your list of with a parent, college adviser or school counselor. *One way to create a comparison list of colleges is through your [login to Keys to Success](#) under the “College Application Checklist” feature.*

**Step 2:** Choose the type of degree you want to pursue in college. Each will have various offerings such as certificates, associate’s, applied associate’s, bachelor’s, master, or doctorate degrees. To learn more visit, <https://www.ktsutah.org/college-101>

**Step 3:** Part of going to college is exploring what you want to do with the degree you will earn. Whether you know what career you want or are still exploring your career of interest. Use these resources to discover career paths available to you.

- <https://launchmycareer.utahfutures.org/>
- <https://www.utahmajors.org/>

**Step 4:** When you apply to colleges online, go to the college’s website and find their admissions application portal. You can find a list of college application links through your high school’s website or the Keys to Success College Application Checklist. Check with your school counselor or volunteer if you are unsure.

**Step 5:** If you think you qualify for an application fee waiver, talk to your school counselor.

**Step 6:** Complete and submit the college application(s) for the list you created in **Step 1**.

**Step 7:** After you submit your college applications make sure to send your OFFICIAL high school transcripts. Most college allow students to send electronic transcripts directly from their high school. Ask your school counselor or volunteer for the process to send transcripts.

**Step 8:** Make note of any additional items you need to submit with your application (essay, transcripts, SAT or ACT scores or recommendation letters).

**Step 9:** Register for your FSA ID. You will need this to complete your Free Application for Federal Student Aid (FAFSA) as soon as possible! Many grants, loans, and scholarships will require that you submit a FAFSA, so this is a very important step. Go here to register for your FSA ID: [studentaid.gov/fsa-id/create-account](https://studentaid.gov/fsa-id/create-account). **REMEMBER YOUR FSA ID!** Write it down to help you remember it and keep it in a safe place. You will need this to fill out and sign the FAFSA form.

**Step 10: Follow-up!** Make sure you submit any additional information the colleges you applied to require. Colleges could require could recommendation letters, test scores, and high school transcripts. Also, the next important step in the process is completing your FAFSA form and scholarship applications. Now that you already have your FSA ID, sit down with your parents/guardian to submit the FAFSA. Or ask your counselor about any FAFSA Completion Open Houses taking place at your school.

**ALL students, whether or not you submit a FAFSA form, ask your school counselor or college adviser for help researching scholarships you can apply to!**

**Congratulations! You are on your way!**

## UCAW Collateral

Schools have the option to use the button and sticker design to print their own. If you need specific files please reach out to [ucaw@ushe.edu](mailto:ucaw@ushe.edu).

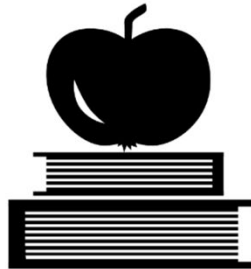
3" button



2.5" sticker



# UTAH COLLEGE APPLICATION WEEK



**When:** \_\_\_\_\_

**Where:** \_\_\_\_\_



UTAH SYSTEM OF  
HIGHER EDUCATION

Add Your HS Logo Here

# Senior Year Timeline to College Readiness

## Take/Retake the ACT or SAT

Although taking the ACT/SAT costs money, it may save you more by helping you earn academic scholarships. Some private scholarships will ask for your scores as well.

## File the FAFSA!!!

(Free Application for Federal Student Aid)

The FAFSA is the #1 place to get financial aid for college. Even if you feel like you wouldn't be eligible, still apply, it's free!  
*\*Many scholarships and some colleges require it to be completed.*

The FAFSA provides:

**Grants:** free money for eligible students.

**Loans:** borrowed money for all students.

**Work-Study:** funding for a campus-affiliated part-time job for eligible students.

## Apply for scholarships

There are many different types of scholarships.

The best way to find them is:

- Search scholarship websites,
- Talk to your counselor about local scholarships,
- Apply to college department scholarships

## What's next?

- **Choose your school**
- **Deferment**, if applicable. This is for those taking gap years for religious service, military, work, etc.
- **New student orientation**
- **Meet the academic advisor** at your college
- **Register for classes**

Beginning of senior year

## Meet with your high school counselor

Meet with your high school counselor as soon as possible to ask about ACT/SAT, scholarships, FAFSA, and college deadlines! Write down any questions you have before and during your appointment.

In the fall

All year

## Keep your GPA up all year

Your GPA plays a big role in scholarships and some college applications. Many colleges in Utah offer academic scholarships that take your GPA and ACT/SAT scores to determine an award amount. You can earn this scholarship just by applying to the college!

October 1st

FAFSA



**DREAMERs, DACA, & Undocumented students cannot file the FAFSA.**

However, there are many resources to assist you in paying for college. Search for private scholarships and reach out to colleges' Dream Centers.

November

## Look up college deadlines & apply!

In Utah, some colleges have priority deadlines starting at the beginning of November. Look up the deadlines for the colleges you are interested in and apply ASAP. Then, if you're going to live on-campus, apply for housing.

All year

## Accept your financial aid awards

In the spring, or sooner, you may receive your financial aid award. The award will consist of scholarships, grants, loans, and work-study (if you filed the FAFSA and applied to scholarships). Ask the college or your high school counselor how to accept those.

In the spring

End of the school year

1st day of college

## 2022-2023 FACTS-AT-A-GLANCE



Institutions	Application Fee	2022-2023 Tuition & Fees	Admissions Requirements	Certificates & Degrees Available	Fall Admissions Deadline	Scholarship Application Deadline	Financial Aid Deadline	Average On-Campus Housing & Meal Plan Cost for 1 Year
<b>Bridgerland Tech College</b>	Application fee: \$0 Enrollment fee: \$0	\$2.00/hr + fees (vary by program)	High school diploma or GED equivalent	Certificates	Year-round	Year-round	None	N/A
<b>Brigham Young University</b>	\$35	Church member: \$6,304 Non-member: \$12,608	Letters of recommendation, ecclesiastical endorsement, ACT/SAT, GPA, & high school and/or college transcripts	Bachelor's Master's Doctorate	Priority: Nov. 1, 2022 Final: Dec. 15, 2022	Dec. 15, 2022	Jan. 20, 2023	Housing: \$3,710 Meal Plan: \$4,850
<b>Davis Tech College</b>	HS student annual fee: \$40 Adult application fee: \$45	\$2.45/hr + fees (vary by program)	Varies by program: <a href="https://www.davistech.edu/programs">https://www.davistech.edu/programs</a>	Certificates	Year-round	Year-round	Year-round	N/A
<b>Dixie Tech College</b>	Application fee: \$40 Enrollment fee: \$0	\$2.25/hr + fees (vary by program)	Standardized testing, background checks, immunizations, etc. & depends on the requirements of the program	Certificates	Year-round	Year-round	Varies by program	N/A
<b>Ensign College</b>	\$35	Church member: \$3,766 Non-member: \$7,532	Domestic students: ecclesiastical endorsement & high school diploma or equivalent	Certificates Applied Associate's Associate's Bachelor's	Sept. 1, 2023	Year-round	Aug. 1, 2023	N/A
<b>Mountainland Tech College</b>	Application fee: \$40 Enrollment fee: \$0	\$2.10/hr + fees (vary by program)	Does NOT require a high school diploma or GED equivalent	Certificates	Year-round	CTE Scholarship: Jan. 28, 2023	Year-round	N/A
<b>Ogden-Weber Tech College</b>	Application fee: \$45 Enrollment fee: \$0	\$2.00/hr + fees (vary by program)	High school diploma or GED equivalent	Certificates	Year-round	Year-round	Year-round	N/A
<b>Salt Lake Community College</b>	\$20	Resident: \$4,256.50 Non-resident: \$13,700.50	High school diploma or GED equivalent	Certificates Applied Associate's Associate's	Aug. 17, 2023	Feb. 1, 2023	Fall: Apr. 15, 2023 Spring: Nov. 1, 2022	N/A
<b>Snow College</b>	\$30	Resident: \$2,090 Non-resident: \$7,065	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's	Aug. 1, 2023	Mar. 1, 2023	June 1, 2023	Housing: \$2000 Meal Plan: \$2,198
<b>Southern Utah University</b>	\$0 (subject to change)	Resident: \$6,769.50 Non-resident: \$20,585.50	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's Master's Doctorate	Aug. 31, 2023	Resident: Mar. 1, 2023 Non-Resident: 1st day of class	May 1, 2023	Housing: \$3,960 Meal Plan: \$3,645
<b>Southwest Tech College</b>	Application fee: \$0 Annual enrollment fee: \$0-\$40	\$2.00/hr + fees (vary by course)	Does NOT require a high school diploma or GED equivalent	Certificates	Year-round	None	None	N/A
<b>Tooele Tech College</b>	Application fee: \$0 Enrollment fee: \$40	\$2.00/hr + fees (vary by program)	High school diploma or GED equivalent	Certificates	Year-round	Year-round	Varies by program	N/A

Information is subject to change. For specific questions, please contact the institution's admissions office directly.

## 2022-2023 FACTS-AT-A-GLANCE



Institutions	Application Fee	2022-2023 Tuition and Fees	Admissions Requirements	Certificates & Degrees Available	Fall Admissions Deadline	Scholarship Application Deadline	Financial Aid Deadline	Average On-Campus Housing & Meal Plan Cost for 1 Year
<b>Uintah Basin Tech College</b>	Application fee: \$0 Enrollment fee: \$0	\$2.00/hr + fees (vary by program)	High school diploma or GED equivalent	Certificates	Year-round	Year-round	Year-round	N/A
<b>University of Utah</b>	Utah First-time freshman or tribal HS student: \$0 Other undergraduate students: \$55	Resident: \$9,002 Non-resident: \$30,488	Must complete specific high school core course requirements	Bachelor's Master's Doctorate	Early Action: Dec. 1, 2022 Final: Apr. 1, 2023	Dec. 1, 2022	Feb. 1, 2023	Housing: \$7,596 Meal Plan: \$4,860
<b>Utah State University</b>	\$50	Resident: \$8,304.99 Non-resident: \$24,222.20	2.8 High School GPA; (2.79 GPA & below - considered for Earned Admission Path)	Certificates Applied Associate's Associate's Bachelor's Master's Doctorate	Priority: Mar. 1, 2023 Final: Aug. 1, 2023	Dec. 1, 2022	Feb. 1, 2023	Housing: \$4,200 Meal Plan: \$2,600
<b>Utah State University Eastern</b>	\$50	Resident: \$4,651.52 Non-resident: \$12,425.75	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's Master's Doctorate	Sept. 1, 2023	July 1, 2023	Feb. 1, 2023	Housing: \$2,040 Meal Plan: \$2,300
<b>Utah State University Statewide Campuses</b>	\$50	Resident: \$7,903.48 Non-resident: \$23,820.81	2.8 High School GPA; (2.79 GPA & below - considered for USU Earned Admission Path)	Certificates Applied Associate's Associate's Bachelor's Master's Doctorate	Priority: Mar. 1, 2023 Final: Sept. 1, 2023	Dec. 1, 2022	Feb. 1, 2023	N/A
<b>Utah Tech University</b>	\$35	Resident: \$6,074 Non-resident: \$17,644	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's Master's	Year-round	Mar. 1, 2023	Mar. 1, 2023	Housing: \$4,000 Meal Plan: \$2,500
<b>Utah Valley University</b>	\$35	Resident: \$6,270 Non-resident: \$17,830	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's Master's	Aug. 1, 2023	Mar. 1, 2023	Year-round	N/A
<b>Weber State University</b>	\$30	Resident: \$6,390.66 Non-resident: \$17,084.92	High school diploma or GED equivalent	Certificates Applied Associate's Associate's Bachelor's Master's Doctorate	Year-round	Dec. 1, 2022	Apr. 1, 2023	Housing: \$3,549-\$5,225 Meal Plan: \$3,800
<b>Westminster College</b>	\$0	\$39,832	Recommended curriculum, HS transcript & standardized test scores, or essay	Bachelor's Master's Doctorate	Early Action: Dec. 1, 2022 Regular: Feb. 1, 2023	Year-round	Year-round	Housing: \$6,396 Meal Plan: \$3,662

Information is subject to change. For specific questions, please contact the institution's admissions office directly.

# I've Applied...What's Next?

Congratulations! You have taken the significant first step to going to college – you've applied! Once you have submitted your online application, colleges should be in touch with you to inform you of the status of your application. **Make sure to check your email.** If the college has not contacted you within four weeks of your submission, contact the admissions office to ask about your application status.

## Follow-up

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

- High school transcripts—must be official (signed and with a school seal/electronic sent from the high school registrar)
- You will also need to **send your official final transcript** after you graduate from high school
- Your application fee (if you chose the pay later option)
- College transcripts from Concurrent Enrollment (CE) courses (if required)
- ACT scores (if required)
- Letters of recommendation (if required)
- Your essay (if required)

**After you are accepted, consider the following to make your final decisions and prepare for college expenses:**

- Review your financial aid offer letter and decide what financial aid and scholarships you will accept
- Decide if you want to live on campus or commute. Remember to do this EARLY! Most colleges have early deadlines for on-campus housing.
- Schedule a meeting with an academic adviser to discuss first-year coursework
- Register for classes as a new student
- Attend new student orientation

## The Next Steps for Financial Aid

### Paying for College

Beginning on October 1<sup>st</sup>, you can complete the Free Application for Federal Student Aid (FAFSA) online. You must complete the FAFSA to be considered for grants, work-study funds, student loans, and some scholarships, which is a very important step. **Class of 2023 seniors should file the 2023-2024 FAFSA**, asking about your family's 2021 tax information. You should complete the FAFSA before your college's FAFSA deadline to access the most money possible.

### Resources for Completing the FAFSA

Complete and submit the FAFSA as early as possible. The sooner you submit the form, the more prepared you will follow up with colleges about what else may be needed to receive a financial aid package.

- Speak with your family and school counselor about your financial aid options.
- You and a parent\* will need an FSA ID to complete your FAFSA yearly. If you did not register for an FSA ID or have forgotten it, visit [studentaid.gov/fsa-id](https://studentaid.gov/fsa-id).
  - *\*If your parent does not have a Social Security number, they will not create an FSA ID and will physically sign and submit the FAFSA at the end. Talk with your school counselor or college adviser for more information.*
  - *\*If your parent already has an FSA ID, they will need to use or recover that account. They will not be able to create a new account since the FSA ID is tied to their Social Security Number.*

- Utah System of Higher Education (USHE) partners with schools statewide to host FAFSA Completion Events. Ask your counselors about your school's FAFSA Completion Night.
- [Keys to Success](#) has several resources regarding paying and saving for college. You can get access to FAFSA assistance, a full FAFSA walkthrough video, and more.

### Resources for Finding Scholarships

Scholarships are a great way to pay for college because they do not have to be repaid, but that doesn't mean they are easy to get. You must dedicate time and energy to being a good candidate and submitting scholarship applications; **read all requirements** and instructions carefully, and **adhere to all deadlines**. Don't be afraid to ask for help from counselors, teachers, and college advisers who have also applied for scholarships!

#### Here are a few places to search for scholarships:

- Your school counselor or scholarship coordinator
- The financial aid and scholarships webpage of the college or university you plan to attend
- [State of Utah's Scholarships and Aid Programs](#)
- [Keys to Success](#) connects students with local scholarships, internships, and other opportunities
- Online scholarship search engines, such as:
  - [CollegeBoard BigFuture](#)
  - [Fastweb](#)

## FAFSA Completion Nights Coming to a High School Near You!

### Assistance with Your Free Application for Federal Student Aid (FAFSA)

#### What You'll Need to Complete the 2023-2024 FAFSA

#### Before you apply for financial aid:

- Create one FSA ID (aka the FAFSA username and password) for you, the student, and one FSA ID for your parent\* [studentaid.gov/fsa-id/](https://studentaid.gov/fsa-id/) \

#### Students and parent(s) need to gather these things:

- Social Security cards for both student and parent(s)
  - *If the parent(s) does not have one, type 000-00-0000 for the SSN*
  - *If the student doesn't have one, you will be unable to file the FAFSA. Please talk with a school counselor or college adviser about other ways to pay for college, scholarship opportunities, and [HB 144](#).*
- If applicable, student's I-94 paperwork or Permanent Resident Card (Typically, this applies to refugee or asylee students)
- If applicable, the student's driver's license
- 2021 W-2 forms and other records of taxed income\*\* for both student and parent(s)
- 2021 Federal Income Tax Return\*\*\* for both student and parent(s)
- Current bank statements for both student and parent(s)
- 2021 untaxed income records for both student and parent(s)
- Current information pertaining to businesses & investments, including documentation outlining the value of businesses or farms, stocks, bonds, 529 or Coverdell college savings plans, cryptocurrency, mortgage information about any properties OTHER THAN a primary residence, or other investment records\*\*\*\* for both student and parent(s)

#### USHE Financial Aid/FAFSA Contact Info:

**Phone:** 801-646-4562

**Email:** [fafsahelp@ushe.edu](mailto:fafsahelp@ushe.edu)

*\*\* If you were gainfully employed.*

*\*\*\* If you filed an income tax return. IRS 1040, Foreign Tax Return, or Tax Return from Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia, or Palau.*

*\*\*\*\*Stocks, bonds, and other investments designated for retirement (such as those found in a 401(k) or IRA) are not reported on the FAFSA. The value of your primary residence is not reported on the FAFSA. The value of a business with fewer than 100 FTE employees is not reported on the FAFSA. THAT'S NOT ALL! The college still has to process your aid and costs and will provide an offer letter to you. Follow up with your school counselor or college adviser and your college's financial aid office for any additional steps that are required*

## Utah College Application Event

## Sign-out Sheet

[illegible]

## UCAW Coordinator Survey

Historically, the UCAW survey was provided to schools to administer to students to gather data on their event. To help reduce the number of surveys administered to students from USHE AND achieve the goal of UCAW which is to focus on students applying to college, **USHE will ask UCAW Coordinators to submit a survey after their event to help track data.**



## FAFSA FSA ID Registration

Go to [studentaid.gov/fsa-id/create-account](https://studentaid.gov/fsa-id/create-account) and select “Create an FSA ID.”

### Create an Account (FSA ID)



Parents



Students



Borrowers

Whether you're a student, parent, or borrower, you'll need to create your own account to complete federal student aid tasks.

#### What You Can Use Your Account For

- Filling out the *Free Application for Federal Student Aid (FAFSA®)* form
- Signing your *Master Promissory Note (MPN)*
- Applying for repayment plans
- Completing loan counseling
- Using the *Public Service Loan Forgiveness Help Tool*

#### Items Needed to Create an Account

- Social Security number
- Your own mobile phone number and/or email address

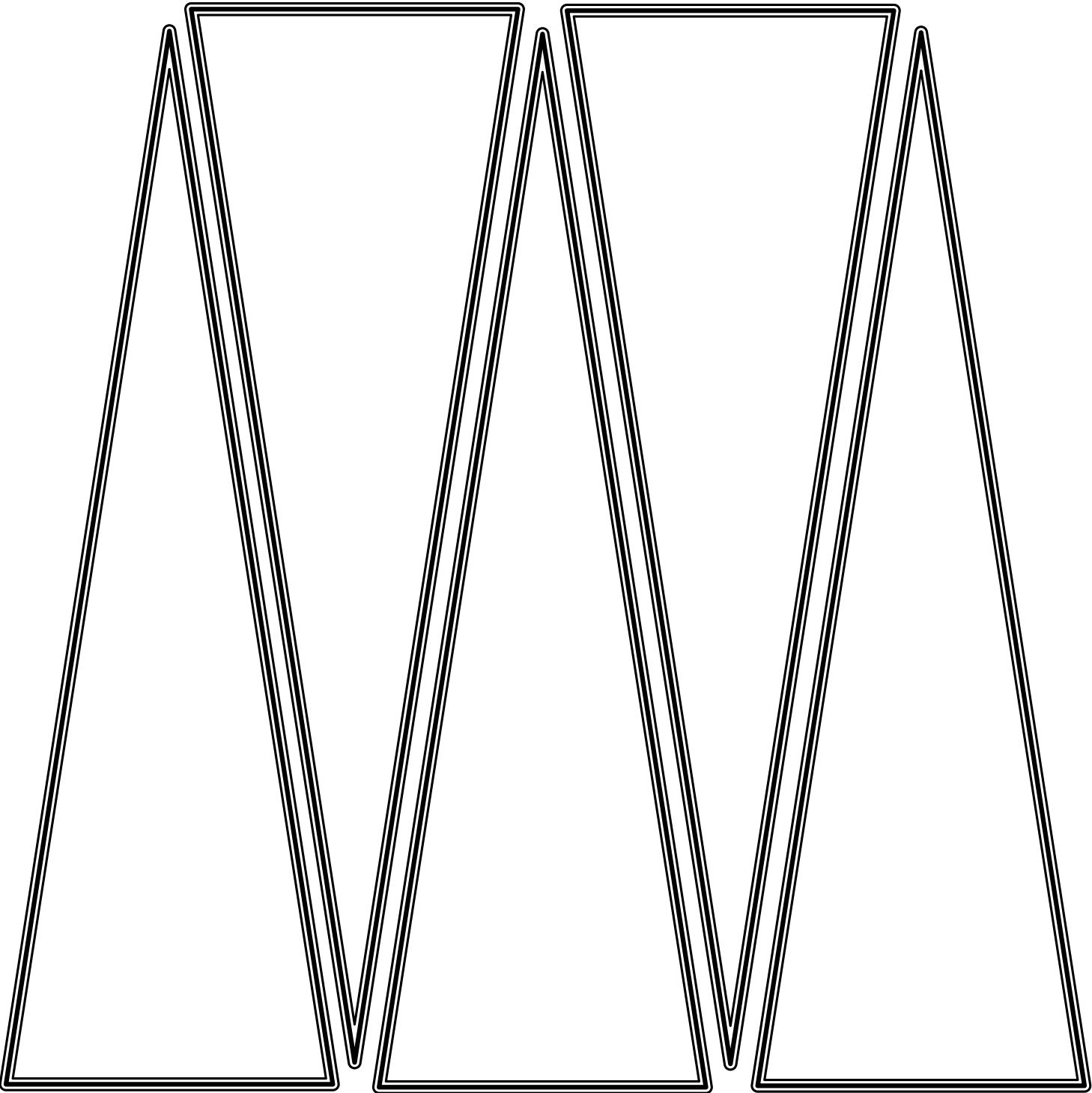
Get Started

or

Log In

- Since you will use your FSA ID in the years to come, use a permanent email address (**not** your school email address)
- Remember your information
  - Username:
  - Password:
  - Email Address:
  - Other Info:
- Need more help? Ask your school counselor for more information about the FAFSA process!

**Pennants Template**



## Utah College & University Logos



# Ask me about

October **X**–**X**, 2022

# I graduated from...

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(Add college or university mascot or logo)

## College BINGO Activity

Complete your BINGO card by locating teachers or other school staff members that experienced the following college scenarios or if you can answer “yes” to the following questions. Be sure to get the individual to sign in the space. You can only use each person for one space!

<b>B</b>	<b>I</b>	<b>N</b>	<b>G</b>	<b>O</b>
Attended a 4-Year College	Lived at Home While Attending College	Worked Full-Time While Attending College	Is Still Close Friends with their College Roommate	Studied Abroad While in College
Attended a College in Utah	Went to College on a Scholarship	Changed Majors 2 or More Times	Attended a 2-Year College	Majored in Math
Majored in Science	Attended an Out-of-State College	<b>FREE SPACE</b>	Worked for the School Newspaper, TV Station, or Radio Station in College	Met Their Partner in College
Lived on Campus	Is Currently Enrolled in a College Program or Course	Had a Mentor or Other Close Adviser in College	Was President or Leader of a School Club	Has Completed Graduate School
Attended 2 or More Colleges	Wishes They Were Still in College	Ate Ramen Noodles Several Times a Week While in College	Played Sports in College	Took Out Student Loans to Pay for College

## Online Scavenger Hunt

### Colleges and Universities in Utah

1. List the names of five public colleges and universities in Utah and where they are located.

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2. Name at least two colleges in rural Utah.

First college: \_\_\_\_\_

Second college: \_\_\_\_\_

3. What is a major? Write the definition.

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4. List one possible college major: \_\_\_\_\_

5. List the name of two colleges in Utah that offer degrees in that major.

First college: \_\_\_\_\_

Second college: \_\_\_\_\_

6. What is technical education? Write the definition.

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7. Name a technical college in your region. \_\_\_\_\_

8. Find a college in Utah where you can train to be a paramedic.

What is the name of the college? \_\_\_\_\_

Where is it located? \_\_\_\_\_

9. Find the name of the college where students and alumni are referred to as "Aggies."

What is the name of the college? \_\_\_\_\_

Where is it located? \_\_\_\_\_

10. What college or university has a wolverine for a mascot? \_\_\_\_\_

What is the name of the college? \_\_\_\_\_

Where is it located? \_\_\_\_\_

11. What is the name of the oldest university in Utah, and where is it located?

What is the name of the college? \_\_\_\_\_

Where is it located? \_\_\_\_\_

12. Utah Tech University had four other names before settling on its current name. What were two of the previous four names of the university?

Other name #1: \_\_\_\_\_

Other name #2: \_\_\_\_\_

## Student Interest Survey

The following forms can be given to seniors to determine which schools they are interested in and whether they meet the minimum requirements. This form is optional and should be used prior to UCAW.

Name: \_\_\_\_\_ GPA: \_\_\_\_\_ ACT: \_\_\_\_\_

Two colleges you will **FOR SURE** get into:

1. \_\_\_\_\_
2. \_\_\_\_\_

Two colleges that you **MEET** their admission requirements:

1. \_\_\_\_\_
2. \_\_\_\_\_

Two colleges that are your **BACK UP** colleges:

1. \_\_\_\_\_
2. \_\_\_\_\_

If you are looking for a certificate, technical, or vocational training, list the program you are interested in:

\_\_\_\_\_

Are you interested in the military? (circle response)

YES

NO

If yes, which branch: \_\_\_\_\_

Have you already applied to college? If so, which one(s)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# College Application Worksheet

**Instructions:** Students, complete this College Application Worksheet and bring it with you on the day of your school's college application event. You may need to ask your family, school counselor, or another adult you trust to assist you in answering all of the questions. **Be sure to keep this information in a safe place, given the personal information included.**

## Personal Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_

Emergency Contact Name / Phone / Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

*\* You **do not** need an SSN to apply to college. Check with your college of interest, there are resident tuition options (HB 144) and scholarship opportunities for undocumented students.*

## Academics

College Choice 1: \_\_\_\_\_ Application Fee: \_\_\_\_\_

College Choice 2: \_\_\_\_\_ Application Fee: \_\_\_\_\_

College Choice 3: \_\_\_\_\_ Application Fee: \_\_\_\_\_

Intended College Major/Field of Study: \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_

When do you want to start college? Fall / Spring / Summer

*\* Technical colleges have start times throughout the year. Check with your college of interest for details.*

ACT Test Score: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Have you taken Concurrent Enrollment? Y / N

*\* Some colleges have an admissions process for concurrent enrollment student. Check with your college of interest for details.*

List extracurricular activities or clubs, years participated, leadership positions, and awards, if applicable:

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List any employment history, the company, your position, and the years employed:

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## Student/Family Information Letter

(School Logo)  
(School Address)

October 2022

Dear students and families,

This fall, we will be helping seniors complete and submit college applications as well as the Free Application for Federal Student Aid (FAFSA). Utah College Application Week (UCAW) combines these two major pieces of college readiness and will provide your student with step-by-step instructions and assistance to complete and submit a college and FAFSA application. On (Date(s) of event), all seniors expected to graduate in 2021 will be encouraged to apply for admission to at least one college or university, if they have not already done so. This event is possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community. On (Date(s) of event), all seniors and their families are encouraged to attend our FAFSA Completion night to get help submitting their application for financial aid.

The purpose of College Application Week is to acquaint students with the college application process and to communicate the importance of applying to college and for financial aid. There is a College Application Worksheet which we encourage students to complete prior to the event that is available on [provide state's College Application website or ask schools to post it to their website and include the link here]. Having this worksheet completed and available at the college application event will allow students to quickly and easily complete college applications.

We anticipate that students and their families will need to work together in gathering the information listed in the college application worksheet. Families are welcome to visit (Name of your high school) on (Date(s) of event) to assist their student during the application process. In addition, if family members are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you have any questions, please call (Site Coordinator's Name, Site Coordinator's Title) at (Site Coordinator's phone number). Thank you in advance for your support of this exciting initiative to encourage all Utah students to make college a part of their future.

Sincerely,  
(Name of Site Coordinator)  
(Title)

## Community Information Letter

(School Logo)  
(School Address)

October 2022

Dear Community Member,

During October 2021, (Name of your high school) will be participating in Utah College Application Week. On (Date(s) of event), all seniors expected to graduate in 2021 will be encouraged to apply for admission to at least one college or university, if they have not already done so, followed by completing the Free Application for Federal Student Aid (FAFSA). These events are possible due to the collaborative efforts of the administration, faculty, and staff at (Name of your high school), as well as students, their families, and volunteers across the community and the Utah System of Higher Education.

The purpose of College Application Week is to acquaint students with the college application process and to communicate the importance of applying to college, and provide resources and information on how to finance their college education via federal aid, loans, grants, and scholarships.

(Name of your high school) will be hosting our college application event on (Date(s) of event) to assist their student during the application process. We welcome the community to be a part of the program. If you are interested in volunteering or guest speaking during the event, please let me know. Volunteers can greet and sign in students, assist students with the completion of college applications, or distribute information about financial aid opportunities.

If you or your organization would be interested in helping low-income students pay their college application fees, please (provide details for your local educational foundation).

If you have any questions, please call (Site Coordinator's Name, Site Coordinator's Title) at (Site Coordinator's phone number). Thank you in advance for your support of this exciting initiative to encourage all Utah students to make college a part of their future.

Sincerely,

(Name of Site Coordinator)  
(Title)

## Sample Parent Email

Dear Parents,

College is the key to your child's future. College can be anything from a one-year certificate to a four-year degree and beyond. And because there are so many kinds of colleges and degrees, college can be a reality for everybody.

October [ ] is College Application Week at **High School Name**. Throughout the week, teachers, counselors, and volunteers will help students get started on the path to college by helping them fill out at least one college application.

This is an amazing opportunity! Please encourage your child to participate and help them do some research on the colleges, degrees, and professions they'd like best.

## Volunteer Thank You Letter

(School Logo)  
(School Address)  
(Date)

Dear (Volunteer Name),

On behalf of (Name of Your High School) and our students, I would like to personally thank you for volunteering your time at our Utah College Application Week event. This event could not have been a success without your help and the help of many others who volunteered their time. To improve our future College Application Week events and your volunteer experience, please complete this short online survey at your convenience: [survey link to be emailed to Site Coordinators in the fall.]

During Utah College Application Week, (number of seniors who submitted college applications) seniors submitted (number of college applications submitted) college applications. Thanks to our seniors' hard work and the assistance of volunteers like you, they are one step closer to actualizing their dreams of attending college!

Once again, (Name of Your High School) thanks you for your efforts and contribution of time at our College Application Week! We look forward to seeing you throughout the school year and especially at our event next year.

Thank you!

(Site Coordinator or Principal's Name)  
(Site Coordinator or Principal's Title)

## Sample Mayoral Proclamation

WHEREAS, the college application process may be a barrier to some high school students pursuing postsecondary education due to an absence of information or support, and

WHEREAS, obtaining a postsecondary degree has been linked to higher income, better health, and increased community involvement, and

WHEREAS, (name of city) and (participating high school(s) name) are working to prepare students for the opportunities and challenges of the 21st century, and

WHEREAS, (high school(s) name) is/are part of a statewide initiative, Utah College Application Week, designed to increase the number of students who apply to and enroll in college with a particular focus on first-generation and low-income students

Now, therefore, I, (Mayor's Name), do hereby declare (Dates of School's College Application Program(s)) Utah College Application Week in (city) and encourage all seniors to take advantage of the assistance provided through this initiative.

## Sample School Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

### Utah College Application Week to be held (Dates) at (Name of High School)

(Name of Your High School) will participate in Utah College Application Week, coordinated by the Utah System of Higher Education, during October X-XX, 2022.

As part of Utah's college access initiative, (Name of Your High School) will work with its seniors on (Your School's Event Dates) to complete and submit at least one college application.

The goal of the program is to get more students applying to Utah's colleges early in their senior year. During this event, students should be encouraged to apply to any of Utah's 19 colleges, including 7 open-enrollment public colleges and universities, 3 private schools, 1 research institution and 8 technical colleges, in which they are interested.

(Name of Site Coordinator or School Principal), Utah College Application Week event Site Coordinator for (Name of Your High School), expects more than (Insert Number) seniors to participate with the help of (Insert Number) volunteers from (Insert school staff, administration, college and community resources, and others who are assisting).

The Utah College Application Week initiative is part of the American College Application Campaign (ACAC) and ACT Center for Equity in Learning. Utah joined ACAC/ACT in 2013; in 2014, all states had a College Application Campaign. Utah College Application Week (UCAW) gives every high school senior in participating schools the opportunity to apply to college during the school day. UCAW is coordinated by the Utah System of Higher Education and focuses on first-generation and low-income students.

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator's phone number)

# # #

## Post-Event Press Release

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE

Contact: (Name of site coordinator)

(School name)

(School address)

(Phone number)

(Email of contact person)

(High school website)

**(YOUR HIGH SCHOOL NAME)’s seniors apply to college during Utah College Application Week.**

(Insert City, Date)—

(Insert Name of Your High School)’s seniors received hands-on assistance applying to college during the school’s College Application Week event held on (Insert Event Date/Dates). Roughly (Insert Number of Participating Students) (Insert name of your high school) students participated in the event held in the school’s (Insert location).

(Insert other details specific to your event, such as the number of volunteers on hand, how students were invited to participate, and/or details on any of the pre-event activities you did).

(Insert quotes from students, parents, volunteers, site coordinator or others).

The Utah College Application Week initiative is part of the American College Application Campaign (ACAC) and ACT Center for Equity in Learning. Utah joined ACAC/ACT in 2013; in 2014, all states had a College Application Campaign. Utah College Application Week (UCAW) gives every high school senior in participating schools the opportunity to apply to college during the school day. UCAW is coordinated by the Utah System of Higher Education and focuses on first-generation and low-income students.

Additional information about the Utah College Application Week program can be found online at <https://ushe.edu/utah-college-application-week/>. For more information about (Name of High School)’s event, please contact (Site Coordinator’s Name) at (Insert Site Coordinator’s phone number) or by email at (Insert Site Coordinator’s email address).

For more information: (Insert website link or an email address) or

Contact: (Name of Site Coordinator)

Phone: (Site Coordinator’s phone number)

# # #

## Adult Photo/Video Release Form

**Date:** \_\_\_\_\_

I, the undersigned, being of full and legal age, hereby irrevocably release and authorize my high school and the Utah System of Higher Education and their representatives, successors, or assigns to use, publish and otherwise distribute my name and photographs posed by me for any and all purposes, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

### Contact Information:

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip

## Photo/Video Guardian Release Form

Date: \_\_\_\_\_

I, the undersigned, being the parent or legal guardian of \_\_\_\_\_, hereby irrevocably release and authorize **Name of High School** and the Utah System of Higher Education and their representatives, successors, or assigns, to use, publish and otherwise distribute my child's name and photographs for any and all purposes related to Utah College Application Week, including advertising, publication, and other purposes of trade, without limitation. No other oral or written representation has been made to me.

\_\_\_\_\_  
Child's Name (printed)

\_\_\_\_\_  
Child Signature

### **GUARDIAN'S CONSENT**

I am the parent or guardian of the minor named above and have the legal authority to execute the above consent and release. I approve the foregoing and waive any rights on the premises.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip