



## College Application Week



Dear College Application Week Site Coordinators:

On behalf of CFNC and CACRAO, thank you for hosting a College Application Week event during November at your school! The goal of College Application Week is to provide all seniors at participating high schools the opportunity to apply to college online using CFNC.org.

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

Over the past years, College Application Week has been a statewide effort and we look forward to continuing this tradition across North Carolina.

To help you prepare for the event, we are pleased to provide the following resources:

- Site Coordinator Resource Guide, and
- Training Videos and Tutorials

Please contact me if you have any questions or concerns about planning and implementing the event at your school. I will be sure to keep you updated regarding any changes or additional information you may find useful. Be sure to check our website – [CFNC.org/CAW](http://CFNC.org/CAW) – for program information for this year's College Application Week!

Thank you in advance for your commitment to this important statewide college access event. Your participation will encourage North Carolina students and their families to make college a part of their future.

Sincerely,

A handwritten signature in cursive script that reads "Ashley Lutterloh Postlethwaite".

Ashley Lutterloh Postlethwaite  
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## Site Coordinator Resource Guide

We intend for these documents to be a useful guide for Site Coordinators when planning and implementing a College Application Week event. Most sections of this Resource Guide are available online at [CFNC.org/CAW](http://CFNC.org/CAW) for you to download and print.

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## College Application Week



### Site Coordinator Checklist

Write in your own due dates and use the blank spaces for additional tasks necessary for planning your event. Remember, the earlier you are able to complete these tasks the better!

SEPTEMBER		
Due Date	Task	
By 9/30	Review Site Coordinator Resource Guide.	
	Review CFNC.org	
	Set up a College Application Week committee or team at your school to discuss the timeline of events and activities. This may include school counselors, teachers, students, administrators, parents/guardians, etc.	
	Elect to participate each day of College Application Week, or just one day during this week and confirm the event date(s) with the school and district's master calendar.	
	Confirm the event date(s) with the school and district's technology team to ensure the computer labs are ready to go.	
	Plan a schedule for your event – what students/classes will be in the lab at what times and / or what other college access activities will be available to students.	
	Plan on outreach efforts and ways to get the word out about your event in your community. Discuss with your team possible volunteers and/or speakers to recruit.	
	Remind students to take SAT/ACT if interested in applying to four-year institution.	
	Schedule a presentation by your CFNC Regional Representative for more information on the services provided by CFNC, including financial aid.	
	Give the "Ask Me About It" flyer to all staff and request they hang it on their door.	
	Discuss with teachers possible tie-in assignments for students related to college application information and selecting colleges. Feel free to include activities for 9 <sup>th</sup> -11 <sup>th</sup> grade students to prepare them early for applying to college!	

OCTOBER		
		Encourage all teachers to relate lessons to College Application Week.
		Review online Site Coordinator training videos and tutorials.
		Reach out to the CFNC Resource Center for more information. Confirm that all seniors have a CFNC account and have completed their High School Planner on CFNC.org.
		Prepare publicity and events. Send letter(s) to local newspapers and TV stations announcing event. Invite media and/or a “guest speaker” such as a community / political / business leader, alumni, college professor, student, parent/guardian, etc to attend your school’s College Application Week event.
		Recruit volunteers to assist during College Application Week by using the volunteer letter. We recommend at least two volunteers per school. Contact local colleges to invite admission staff and faculty to volunteer during your College Application Week event. Also, reach out to local community organizations and parents/guardians as a source of volunteers.
		Finalize volunteer list. Confirm the time and place for all volunteers. Share with all volunteers the volunteer guide which can be found at CFNC.org/caw.
		Send student and parent letter. Notify both students and parents of evening and/or daytime information session(s) to help them assist them in preparing information needed for the event.
		Direct seniors to CFNC.org and ask them to review their existing CFNC account information or, if not yet set up, create a CFNC account.
		Encourage students to meet with counselors to discuss fee waivers, if applicable.
		Verify which seniors have not applied to a postsecondary institution and encourage these students to meet with counselors and plan for colleges and universities on CFNC.org.
		Encourage students to complete a practice application on CFNC.org in the Apply section.
		Communicate to students, parents/guardians, and school staff the application fee waiver information for the independent colleges and universities that have chosen to temporarily waive their application fee for College Application Week and the College Board fee waiver for students in financial need.



NOVEMBER		
		Host student/parent/guardian event(s) (day and/or night) to assist students and parents/guardians who have questions or need help with the College Application Checklist.
		Remind volunteers of time and place and confirm attendance by sending the volunteer information form.
		Confirm publicity and/or attendance of guest speakers.
		Confirm all seniors have completed their College Application Checklist.
		Remind teachers, counselors, administrators of the day's schedule and planned activities. Ask them to wear college clothing on event day and decorate their classrooms with "college-going culture" materials.
		<b>COLLEGE APPLICATION WEEK!</b>
		Submit the online College Application Week Site Coordinator Survey. See email notification for the link.
		Encourage students to sign-up for FAFSA Day. Registration is available at <a href="http://CFNC.org">CFNC.org</a> or by calling 866-866-CFNC.

### Key Reminders

#### Prior Steps before Your College Application Week Event

- All students must have CFNC.org user accounts and should establish or update their online My CFNC Your Profile section before applying online.
- Personal information and My CFNC Your Profile details entered on CFNC.org will auto-populate on the online applications which will save time.
- Direct seniors to the *College Application Checklist* to fill out any additional information.
- Contact students eligible for a fee waiver. Usually those students who are eligible for fee waivers on college entrance exams are also eligible for college application fee waivers.
- Remind students to prepare early for their admission essay(s) and encourage teachers to include classroom activities geared toward writing essays.
- Encourage students to use the Practice Application in the Apply section of CFNC.org.

#### Completing College Applications on CFNC.org

- Remind students that information about their addresses and parents will be used to determine tuition and residency.
- Students may question information they are asked to supply about their addresses and parents residency (i.e., in-state or out-of-state). This private information, such as their SSN, will only be reported to the college(s) where they apply.
- If a field is required, it will be noted with an asterisk (\*).
- Each screen will indicate if information is missing or incomplete. Students will be required to correct or complete the information before continuing to the next screen.
- CFNC.org allows students to save their information and complete their application at a later time, if necessary.

#### Uploading Essays and Personal Statements

- Note that some applications will require an **admission essay** or a **personal statement**. Please have students bring their essay(s) with them. Some applications will allow the file to be uploaded. Others may require that the student copy and paste from an existing document (which they may have stored on an external device).
- Most essay questions are open-ended, but some may have word minimum and/or maximum limits (which are validated as such). If there is a word limit, it will be specified within the essay question. If a student submits an essay that is too short or too long, an error message will be issued and the student will need to revise.

#### Transcripts

- For students at NC WISE schools, transcripts will be electronically forwarded once the online application has been submitted (only if the students selects “YES” to the electronic transcript option) and only if students check the NC WISE box. Students must have their NC WISE identification number in order to ensure that their transcripts are automatically sent. If possible, have a printout of your seniors’ NC WISE IDs on-hand during your school’s event in case students forget or don’t know their NC WISE ID.

#### Confidentiality

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

## Sample Schedules for the Event Day

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

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

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

### *Sample Open Schedule – 1 computer lab (by senior's last name)*

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

### *Sample Homeroom Schedule – 2 computer labs (by homeroom teacher's name; students leave during other periods)*

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



## College Application Week



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### Application Fees and Fee Waivers

#### **No Application Fee Required**

The North Carolina Community College system does not charge an admission application fee at any of its 58 campuses at any time.

#### **Temporary Waiver of Application Fee**

During College Application Week, a limited number of other North Carolina colleges and universities may waive their application fee. For up-to-date information, please go to **CFNC.org/caw**.

#### **Application Fee Waivers Based on Financial Need**

Application fee waivers due to financial hardship are provided to ensure no student is deprived of the opportunity to pursue admission to the institution(s) of their choice. Application fee waivers must be authorized by high school counselors through the College Board fee waiver program, if available, or otherwise by high school certification on school letterhead stationery.

Students who are eligible for fee waivers for the standard college entrance tests are usually eligible for application fee waivers as well. Encourage students to talk with their school counselor well in advance of College Application Week to discuss need and availability. The school counselor will complete the fee waiver form which should be mailed in with the college application (if hard copy) or with the confirmation page (if application was submitted online). Only high school counselors can request fee waivers directly from the College Board; students cannot request these.

#### ***College Board Fee Waivers***

Counselors should have received "Request for Waiver of College Application Fee" forms as part of the SAT Program fee-waiver materials shipped to you in the summer and you can distribute these to your students as necessary. If you need to request additional forms, call the Counselor Helpline at (888) SAT-HELP (888-728-4357). For more information on the College Board Fee Waiver program, please visit: <http://professionals.collegeboard.com/guidance/applications/fee-waivers>.



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## Application Fees and Fee Waivers

### **Fee Payment: Credit or Debit Card Required with Online Submission**

Some colleges accept online applications only if accompanied by credit card payment for the application fee. If a student has a College Board fee waiver or needs to pay by check to these institutions, payment should accompany a paper copy of the application mailed to the admission office.

If students would like to apply to any of the schools requiring online payment during college application week and do not have a credit card with them during the event, please remind them that they can save the application details they have filled in and complete the application from home.

### **Fee Payment: Mailed with Hard Copy of Application Confirmation Page**

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

**Please note this information is current as of the printing of the Site Coordinator Resource Guide**

**For the most up-to-date list of payment requirements and options, please visit [CFNC.org/CAW](http://CFNC.org/CAW)**

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# College Application Checklist

## College Application Week

Sponsored by



Helping You Plan, Apply,  
And Pay for College



Carolinas Association of Collegiate  
Registrars and Admissions Officers

**CFNC.org • 866-866-CFNC**  
Servicios en español disponibles

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## Before College Application Week

- ✓ **Create a “My CFNC Account” at CFNC.org if you have not already done so.**
- ✓ **Update your My CFNC Profile**
  - Click on the blue tab, **My CFNC – Your Profile** to review the information in your student profile and make sure all the data is up-to-date. The basics and experiences and activities fields completed in your profile will automatically appear in your applications. By checking this information first, your application process will be easier and take less time.
- ✓ **Explore Postsecondary Schools**
  - Check out colleges and universities in the orange tab **Plan for College** and select Explore Postsecondary Schools. The College **Matching Assistant** will help you choose which postsecondary schools best meet your needs. There are several different characteristics you can choose from. Once you have selected the options that best meet your needs, you may view a list of matching schools.
- ✓ **Save your Favorite Schools**
  - When you are exploring schools, you can save your favorites by selecting **Save to Your Profile** on the left menu bar. This way, when you log into your My CFNC account, you are linked to this school directly from your profile.
- ✓ **Find out the Application Deadline(s)**
  - While you are researching colleges, find out what deadlines, if any, campuses have for applications. This information can be found in the **School Profile** section. Some schools will not accept applications after a certain date, so if you have a favorite school, make sure to find out early in your search the application schedule.
- ✓ **Identify Application Fee(s)**
  - Many colleges require an application fee when you submit an online application. You can find this information in the Admissions link of the **School Profile** and the introduction page to the application will inform you of the fee amount, if any. Unless you have a fee waiver from your school counselor, you need to be prepared to enter a credit/debit card number or mail a check once you complete your online application. Typically, if you are eligible for the SAT fee waiver, then you are eligible for an application fee waiver. If you think you may be eligible for an application fee waiver contact your high school counselor.
- ✓ **What if you are required to submit an admission essay or personal statement?**
  - Make sure you write your essay before the event! Bring your essay(s) with you preloaded on a disc or flash/jump drive you can use to copy and paste into your online application. Make sure you have a hard-copy as well for back-up. You will be able to upload your essay file or copy and paste it during the online application session.
- ✓ **Read the Introduction Page on the Online Application.**
  - Take your time and read this information carefully. Every college has different requirements and instructions for applicants. This page will offer helpful hints to guide you through the process specific to each college and keep you informed every step of the way.

### College Application Checklist

Below is a list of information you will need in order to complete your online college application. Bring this completed worksheet with you when you are ready to apply. Much of the information requested can be auto-populated from your CFNC Profile for each online application you complete. Therefore, completing your **My CFNC Profile** on CFNC.org prior to College Application Week will save much needed time if you are applying to more than one college.

NAME: \_\_\_\_\_

BACKGROUND & RESIDENCY INFORMATION	
1. Current Mailing Address and County of Residence <i>If your mailing address is a Post Office Box, you will also need a physical street address.</i>	
2. Social Security Number <i>(optional)</i>	
3. Place of Birth City State Country	
4. Are you a U.S. citizen? (Yes/No)	
5. If you are not a U.S. citizen, enter your INS SEVIS, if you have one, as well as the following information (if applicable): Permanent Resident Number Visa Type Non-Immigrant Visa Number and Expiration If you are an international student, have you taken the TOEFL? Date? Score?	
6. Date you moved to North Carolina <i>This may be your birth date</i>	
7. Driver's License Number and Date Issued	
8. Dates and locations of places you have lived outside of North Carolina in the past five years.	
Dates:	Location:
Dates:	Location:
Dates:	Location:

FAMILY INFORMATION	
9. Are you eligible for Veterans Affairs (VA) benefits?	
10. Are you active duty military or a military dependent? <i>If yes, duty station and home of record</i>	
11. Are you a military dependent? <i>If yes, expiration date of military ID card and sponsor's duty station</i>	
<p><i>Note: If you have a legal guardian, answer the questions in #12 for that person and fill in the following information requested on the right side.</i></p> <p>12. Place and Date of Guardian Appointment City and County State and County First Designated Next of Kin/Relationship Second Designated Next of Kin/ Relationship</p>	
13. Are your mother and father living? <i>(required) (what if only one is living?)</i>	
14. Parents' First, Middle, and Last Names <i>(optional)</i>	
15. Is your father a U.S. citizen? <i>If not, country of origin? (optional)</i>	
16. Is your mother a U.S. citizen? <i>If not, country of origin? (optional)</i>	
17. Home address of mother and father, if different from yours <i>(optional)</i>	
18. Dates your parents have been living at the home address <i>(optional)</i>	
<p>19. Mother's Employment Information <i>(optional)</i> Occupation Employer Address Dates Employed Hours per Week Work Telephone</p>	



FAMILY INFORMATION			
20. Father's Employment Information <i>(optional)</i> Occupation Employer Address Dates Employed Hours per Week Work Telephone			
21. Mother's Educational Background with College Attended, if applicable <i>(optional)</i>			
22. Father's Educational Background with College Attended, if applicable <i>(optional)</i>			
23. Parents' Marital Status <i>(optional)</i>			
24. Custody Status – Please select. <i>If parents are separated or divorced (optional)</i> Joint custody – Mother and Father Sole custody – Mother or Father Other:			
25. Emergency Contact Information <i>(other than parent(s) or guardian)</i> Name Address Home Phone Work Phone Family Physician Physician Phone			
26. List any siblings by name and age with any colleges attended including dates.			
Name	Age	College	Dates
27. Names and relationship of any relatives who attended institutions to which you may apply.			
Name	Relationship	College	Dates

<b>COLLEGE APPLICATION &amp; MISCELLENEOUS INFORMATION</b>	
28. To what other colleges have you applied or do you plan to apply?	
Name(s)	Location(s)
29. Intended Program(s) or Major(s)	
30. Name and Address of Church (if any)	
<b>HIGH SCHOOL INFORMATION</b>	
31. High School Name Mailing Address City County State Country	
32. Date of Entry	
33. Graduation Date	
34. Course of Study (i.e., college tech prep, etc.)	
35. School Counselor Name  Phone Number Fax Number	
<i>Note: Be able to provide the information requested in #31 for other high schools you may have attended.</i>	

ACADEMIC INFORMATION		
36. List the courses you are taking during senior year. Please indicate any that are Honors, AP, or IB.		
Fall Semester	Spring Semester	
Other (Summer School, Online, etc.)		
37. List any college you have attended with address and dates or courses for which you expect to receive college credit or have received college credit.		
38. College Entrance Tests Dates and Scores: Does TOEFL need to be included here?		
Test	Date	Score(s)
PSAT		
ACT		
SAT		
SAT Subject Test(s)		
COMPASS		
ACCUPLACER/CPT		
ASSET		

EXTRACURRICULAR, HONORS, and EMPLOYMENT INFORMATION	
39. Extracurricular Activities: List in order of importance with dates, positions held, honors, and awards.	
40. Academic Honors/Awards: List these with names and dates. (i.e., <i>National Honor Society, 2009</i> <i>Algebra II Award, 2008</i> )	
41. Employment Information: List any jobs, internships, and volunteer positions with dates, places, hours per week, and a brief description of responsibilities.	
42. You may be asked to answer the following questions and provide an explanation for any to which you respond "yes."	
Have you been convicted of a crime? Have you entered a plea of guilty, a plea of no contest, a plea of <i>nolo contendere</i> , or an Alfred plea; or have you received a deferred prosecution or prayer for judgment continued for a criminal crime? Have you otherwise accepted responsibility for the commission of a crime? Do you have any criminal charges pending against you? Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?	
43. During any school year, have you been out of school for reasons other than routine vacations, disability-related reasons, or school-related activities?	
44. Has it been 3 months or more since you graduated, or since you have been enrolled in school?	

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## Complementary Activities – Creating a College-Going Culture!

Adapted from the *CFNC Educator's Toolkit*

### Purpose

- To create a college-going culture in your school by:
  - Encouraging students to complete college applications
  - Initiating or culminating the college application process for seniors
  - Providing awareness to the entire school about the college application process
  - Celebrating the academic achievements and college aspirations of seniors

### Activities

- *Create a "College Wall."* Seniors write the names of the colleges to which they have applied on banners or strips of construction paper to hang in a main hallway. Highlight college names when acceptances are received. Utilize art teachers (if available) for additional promotional materials to create a "college-going culture" on the walls of your school.
- *Provide pre-college application activities for all students* in your school prior to and during your College Application Week event. Use CFNC curriculum materials to incorporate grade level appropriate activities for 9<sup>th</sup> – 11<sup>th</sup> grade students, as well as seniors who have already applied to college. You may organize workshops during Student/Family precollege evening events, during homeroom with students, or during the actual College Application Week. Some examples 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 HS, world of work, college costs and ways to pay, college visits (online), PSAT, etc.
  - 11<sup>th</sup> grade: Money management, finding scholarships, admission process, college entrance tests, preparing to apply, writing personal statements and essays, etc.
  - 12<sup>th</sup> graders who have already applied to college: what to expect in college, resume writing, FAFSA, searching for scholarships, finding the right college for you, setting up a CFNC account if not already done so.
- *Coordinate writing workshops for personal statements or essays.* English teachers can use the CFNC publication "Writing Your College Admissions Essay" to encourage students to work on admission or scholarship essays.
- *Complete a sample application with your students.* Teachers can go over the correct grammar and language to use on a college application. Additionally, stress the importance of using appropriate email addresses.

- *Widely publicize students' college applications.* Interview seniors about their college plans and send the articles to local newspapers, as public service announcements on local radio, as intercom/homeroom announcements, as ads in the school newspaper; or create a special section in the school newspaper that gives the names of seniors and their prospective colleges announcing applications submitted and acceptances.

### **Complementary Activities – Promoting College Application Week in Your School Community**

#### **Purpose**

- To promote College Application Week events to the school community by:
  - Disseminating information by phone, mail, email, website, fliers, meetings, and word of mouth
  - Holding special events/meetings prior to the event
  - Recruiting volunteers from students' families and community organizations
  - Hosting guest speakers during the event

#### **Activities**

- *Bring together a planning committee* to decide on the options throughout the week and brainstorm additional activities, then make assignments and deadlines. This committee may include different groups such as faculty, staff, families, student groups, and community members. The committee should begin as early as September identifying activities to be implemented throughout the fall to promote College Application Week in November.
- *Set goals* for the number of seniors participating, number of volunteers, etc. Remind everyone of these goals and the importance of reaching as many people as possible in order to promote a college-going culture in your school community.
- *Hold special event(s)* such as a College Alumni Parent Night and “Ask Me About It!” (see details included on pg.47) or schedule visits to your school prior to and during College Application Week by college admission professionals, CFNC Representatives, first year college students, and/ or community and business leaders.
- *Hold one or more “Senior Meetings”* with school staff to facilitate communicating high expectations regarding College Application Week and pre-event activities to students. Often, principals hold these types of meetings to communicate information.
- *Send email reminders* to all parents, students, and school staff in addition to the official Student / Family letter. Also, *include information in the school*



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*newsletter and post fliers* around the school and community about your College Application Week event.

- *Post CFNC widget* to your school and/or school district's website promoting College Application Week and pre-event activities.
- *Invite a "Guest Speaker"* to your College Application Week event as part of a kick-off ceremony to elaborate from personal experience on the importance of applying to and completing college. This guest speaker could be a prominent member of your community, alumnus from your school who is currently in college or recently graduated, and / or a parent advocate for college.
- *Recruit volunteers from students' families and community organizations.* Be creative! Send the volunteer letter to volunteer groups, Boys and Girls Club, YMCA, church groups, businesses in the community, banks, etc. Be sure to call the organizations and establish a point of contact.

### **Complementary Activities – "Ask Me About It!"**

Adapted from the *CFNC Educator's Toolkit*

#### **Purpose**

- To identify staff members by their institutions of higher education
- To engage students in dialogue with faculty and staff members regarding college access, college preparation, application, etc.

#### **Activities**

- Have the entire faculty and staff display an 8 ½" x 11" poster that lists alumnus (colleges and/or universities where they completed degrees).
- Post signs and display them all year.
- Announce the posting date to the school and set aside some time (i.e., during homeroom) and allow students to scavenger hunt for as many different schools as they can find, the school farthest away, the school with the most alumni, etc. Award small prizes.
- Celebrate any updates throughout the year.

#### **Preparation**

- E-mail a sample sign like the one included in this Handbook to all faculty and staff and designate a posting date. Templates for the sign can be found online at [CFNC.org/caw](http://CFNC.org/caw).



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**College Application Week is**

\_\_\_\_\_ **(DATE)** \_\_\_\_\_!

**I graduated from**

\_\_\_\_\_ **(COLLEGE/UNIVERSITY)** \_\_\_\_\_

**Ask me about it!**

\_\_\_\_\_ **(TEACHER/STAFF MEMBER'S NAME)** \_\_\_\_\_

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**Complementary Activities – College Alumni Family Night**

**Purpose**

- To familiarize families and students with community and four-year public and private colleges and universities
- To provide networking opportunities

**Activities**

- Have staff and parents represent the colleges and universities. Ask parents and staff to wear college and university shirts and hats and display flags or other items of interest to represent their institutions of higher education.
- Invite college admission offices to send materials for display or to send admission staff to attend.

**Preparation**

- Schedule an evening, possibly in conjunction with a PTSA meeting. Reserve a space and make a promotion plan. Ask parents and the PTSA officers to provide refreshments and college paraphernalia door prizes.
- Invite parents and staff to represent colleges and universities for your student body.
- Invite admission counselors from nearby colleges to set-up information tables.
- Invite a CFNC Representative to be on hand to answer questions.
- Create sign-in sheets for each college/university represented to record attendance and collect comments.
- Create a “Good Questions to Ask” sheet for students to use as they visit alumni and collect information on their selected schools of interest.

**Communication is Key to Successful Outreach!**

Please include information specific to your event and send to local media outlets (i.e., newspapers, TV stations, community newsletters, etc). Also, disseminate via your school/school district's website.

**Sample Press Release**

(NAME OF YOUR HIGH SCHOOL) will participate in the statewide College Application Week cosponsored by College Foundation of North Carolina (CFNC) and the Carolinas Association of Collegiate Registrars and Admissions Officers (CACRO) during November (DATES AND YEAR).

As part of the CFNC-CACRAO college access initiative, (NAME OF YOUR HIGH SCHOOL) will work with its seniors on (YOUR SCHOOL'S EVENT DATE) to complete and submit online at least one college application each using the career and college information and planning site, CFNC.org

The goal of the program is to get more students applying to North Carolina colleges early in their senior year. During this event, students may apply to any of North Carolina's 58 community colleges, 36 independent colleges, and 16 state universities in which they are interested.

(NAME OF SITE COORDINATOR OR SCHOOL PRINCIPAL), College Application Week event Site Coordinator/Principal for (NAME OF YOUR HIGH SCHOOL), expects more than (INSERT NUMBER) seniors to participate with the help of (INSERT NUMBER) volunteers from (INSERT SCHOOL FACULTY, ADMINISTRATION, COLLEGE, CFNC, COMMUNITY RESOURCES THAT WILL HELP).

For more information about (NAME OF YOUR HIGH SCHOOL), please contact (NAME OF SITE COORDINATOR AND CONTACT INFO).

###



## College Application Week



### Initiating Dialogue between Students and Families

Use this letter to strike up conversations between students and their families about College Application Week, to recruit volunteers, and inform the school community of activities to promote a college going culture in your school. Disseminate via hard copy and /or email. If your school has an automated phone system, record a shortened message.

### Student / Family Informative Letter

SCHOOL LOGO  
SCHOOL ADDRESS

September (YEAR)

Dear Students and Families,

During the week of November (CAW DATES), College Foundation of North Carolina (CFNC) and Carolinas Association of Collegiate Registrars and Admissions Officers (CACRAO) will be sponsoring College Application Week. On (DATE(S) OF EVENT), all seniors expected to graduate in June (YEAR) will be encouraged to use the CFNC.org online application to apply for admission to a North Carolina 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.

The purpose of this day is to acquaint students with the CFNC.org application tools and to communicate the importance of applying to college. In order to fully participate, students will need to have a My CFNC Account. Also available is a College Application Checklist for students to download from the CFNC.org/cawseniors website. We are encouraging all students to print and complete the College Application Checklist prior to the event, as it has all the information students will need to complete an online application. We anticipate that students and their families will need to work together in gathering the information listed in the College Application Checklist.

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 CFNC online college applications, or distribute information about financial aid opportunities.

If you have any questions please call (NAME, TITLE), at (PHONE NUMBER). Thank you in advance for your support of this exciting initiative to encourage North Carolina's students to make college a part of their future.

Sincerely,  
(SCHOOL COUNSELOR/PRINCIPAL/SITE COORDINATOR)

### SPANISH Student / Family Informative Letter

SCHOOL LOGO

SCHOOL ADDRESS

Septiembre (YEAR)

Estimados Estudiantes y Padres de Familia,

Durante la semana del (CAW DATES) de noviembre, (YEAR), la Fundación Universitaria de Carolina del Norte (*College Foundation of North Carolina, CFNC*) y la Asociación de las Carolinas de Secretarios Generales y Oficiales de Admisiones (*Carolinas Association of Collegiate Registrars and Admissions Officers, CACRAO*) van a patrocinar una semana de solicitudes a la universidad para todo el estado. Un día durante esta semana, todos los estudiantes de último año que piensan graduarse en junio del (YEAR) serán animados a usar las solicitudes de la página en la red de CFNC.org para solicitar ingreso a una universidad de Carolina del Norte si no lo han hecho hasta ese punto. Este evento es posible solo por los esfuerzos colaborados de la administración, la facultad, y el personal de (NAME OF YOUR HIGH SCHOOL), y también por los estudiantes, sus familias y voluntarios de la comunidad.

El propósito de este día es poner a los estudiantes al tanto de las herramientas de solicitudes de CFNC.org, y enfatizar la importancia de solicitar ingreso a la universidad. Para participar completamente los estudiantes deben tener una cuenta gratis de CFNC en línea e información para la solicitud de ingreso. Un manual del estudiante (*College Application Checklist*) también está disponible para los estudiantes en Recursos de Transferencia Directa en la página de la red de CFNC.org (en la sección *Downloadable Resources* en el lado de la mano izquierda de la pantalla o en CFNC.org/caw). Estamos aconsejando a todos los estudiantes que impriman y completen la información en el manual del estudiante antes del evento para que tengan todos los datos disponibles para cumplir las solicitudes de ingreso en línea. Anticipamos que los estudiantes y sus familias tendrán que trabajar juntos en compilar la información que se encuentra en el manual del estudiante (*College Application Checklist*).

Los padres de familia son bienvenidos a visitar (NAME OF YOUR HIGH SCHOOL) el (DATE(s) OF EVENT) para ayudar a su hijo/hija durante el proceso de completar la solicitud. Además, si miembros de su familia están interesado en ofrecerse voluntariamente durante el evento, favor de contactarme. Los voluntarios pueden saludar y registrar estudiantes, ayudar a estudiantes con las solicitudes de ingreso a la universidad, o distribuir información sobre oportunidades de ayuda financiera.

Si tiene cualquier pregunta, por favor llama a (NAME, TITLE), al (PHONE NUMBER). Gracias por adelantado por su apoyo en esta iniciativa emocionante para animar a los estudiantes de Carolina del Norte a hacer la universidad parte de su futuro.

Sinceramente,

(SCHOOL COUNSELOR/PRINCIPAL/ SITE COORDINATOR)

### Volunteer Resource Guide

Reaching out to community groups and members during College Application Week is an effective way to create a sustainable college culture at your school. Additionally, recruiting volunteers to help out or donate food and supplies will help ensure a successful event. We encourage you to have at least two volunteers at your school on the day of the event. Volunteers can greet and sign-in students, assist students with the completion of CFNC online college applications, or distribute information about financial aid opportunities. Use the templates and resources provided to help recruit and inform volunteers for your event.

### Managing Volunteers: Step-by-Step

#### *Recruiting Volunteers*

1. Identify contacts in your community that may be interested in helping make your College Application Week event a success by either donating time and/or resources. Some examples may include:
  - School Alumni
  - Students who have already completed their application/s (i.e., college application ambassadors)
  - Student families, PTA
  - Volunteer, senior, or church groups
  - Community College and University representatives and faculty
  - Business, community, and political leaders
  - Youth programs (i.e., YMCA, Boys and Girls Club, 4H)
2. Send potential volunteer groups a College Application Week Volunteer Recruitment Letter.
3. When promoting your College Application Week event, always mention the need for volunteers in your communication.
4. Reach out to student leaders in your school. For example, students who have already completed their application/s could help other students during the event and be called the “college application ambassadors.”
5. Create a system for collecting volunteer information. Depending on your school district’s policy, you may need to conduct a background check.

#### *Information for Volunteers*

6. Identify specific responsibilities and duties for your volunteers. For example, you may create shifts for greeting, sign-in, computer lab, other activities, etc. Create a short explanation of each responsibility for volunteers to follow throughout the day.
7. Finalize a volunteer list and, as a reminder, send information using the following template notifying volunteers of event details.
8. Provide name tags for volunteers on the day of the event.
9. Conduct a quick orientation, perhaps the morning of the event, to familiarize volunteers on the details of your event. Provide volunteers with a Volunteer Reference Guide to College Application Week.

#### *Follow-Up*

10. Send a thank you letter to all volunteers for their dedication to College Application Week!



# College Application Week



## Volunteer Recruitment Letter

SCHOOL LOGO  
SCHOOL ADDRESS

September (YEAR)

Dear (NAME OF ORGANIZATION),

(NAME OF YOUR HIGH SCHOOL) is pleased to announce its participation in the statewide College Application Week event. In an effort to further expand college access initiatives, College Foundation of North Carolina (CFNC) and the Carolinas Association of Collegiate Registrars and Admissions Officers (CACRAO) are cosponsoring the Annual College Application Week to be held November (CAW DATES ANS YEAR). The goal of College Application Week is to provide every graduating high school senior the opportunity to apply to college online through CFNC.org with a particular focus on helping first-generation students and students who may not otherwise apply to college.

We will be hosting our event on (DATE(S)) and would welcome representatives from (NAME OF ORGANIZATION) to visit our school during this exciting and important time. Volunteers can greet and sign-in students, assist students with the completion of CFNC online college applications, or distribute information about financial aid opportunities. Our students would really appreciate your help and support as they take a big step in the direction going to college.

If you or any of your colleagues at (NAME OF ORGANIZATION) are interested in working with (NAME OF YOUR HIGH SCHOOL) in any capacity please contact (NAME, CONTACT INFO).

Thank you!

(YOUR NAME)  
(YOUR TITLE)

### Volunteer Information for College Application Week

Welcome to College Application Week at (NAME OF YOUR HIGH SCHOOL)! We appreciate your hard work and dedication to making college a reality for our students. Use this reference guide to familiarize yourself with more information about College Application Week.

- ✓ **College Application Week is a statewide event** sponsored by College Foundation of North Carolina (CFNC) and the Carolinas Association of Collegiate Registrars and Admissions Officers (CACRAO).
- ✓ **Goal** of College Application Week is to provide every graduating high school senior the opportunity to apply to college online through **CFNC.org**. Particular focus on helping first-generation students and students who may not otherwise apply to college.
- ✓ Students are encouraged to **research different college and universities** in order to find the best fit for them. CFNC.org has **online resources** such as the Plan for College, as well as Apply for College and Financial Aid, Pay, and Save (NC 529) sections in order to help guide students to college.
- ✓ Students should complete, in advance, the **My CFNC Profile** on CFNC.org so information auto-populates for each college application.
- ✓ Students may have questions about **application fees and waivers**. Note that community colleges in North Carolina do not have an application fee and a limited number of colleges and universities may even waive the application fee during College Application Week. Up-to-date information is posted on CFNC.org.
- ✓ Some students may be **eligible for an application fee waiver** from the College Board based on their family income status. If students have questions about eligibility, please refer them to their guidance counselor.
- ✓ For colleges that require an application fee, **students can use credit / debit cards online** for some colleges, or print their online application(s) and mail with a check to the college(s).
- ✓ In order to be **eligible for financial student aid**, college applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of their senior year. The earlier students and parents/guardians complete and submit this form, the better!
- ✓ **FAFSA Day** is held each year by CFNC and the North Carolina Association of Student Financial Aid Administrators. On FAFSA Day, seniors can receive free help completing and submitting their FAFSA form at any of the event locations across the state. Mark your calendars for February!



## College Application Week



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### Volunteer Thank You Letter

SCHOOL LOGO  
SCHOOL ADDRESS

November (YEAR)

Dear (VOLUNTEER'S NAME),

On behalf of (NAME OF YOUR HIGH SCHOOL) I would like to personally thank you for volunteering your time at our 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.

During College Application Week, (NUMBER OF SENIORS SUBMITTING COLLEGE APPLICATIONS) of our seniors submitted over (NUMBER OF COLLEGE APPLICATIONS SUBMITTED) college applications to colleges and universities across North Carolina. 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 College Application Week! We look forward to seeing you throughout the school year and especially at our event next year.

Sincerely,

(YOUR NAME)

(YOUR TITLE)

- 
- WHO?** Class of (GRADUATION YEAR) and students interested in learning more about college
- WHAT?** Seniors across the state apply online to at least one college or university using CFNC.org with the support of school staff and volunteers.
- WHERE?** (NAME OF SCHOOL, ROOM NUMBER)
- WHEN?** (DATE AND TIME OF EVENT)
- WHY?** Studies show that if you continue your education beyond high school you:
- Will make more money in your lifetime
  - Are less likely to be unemployed
  - Are likely to have better health and live longer
- Completing college applications online is a faster and more efficient way to apply.
- WHAT NOW?** Go to CFNC.org to create your user account, start or update your Profile, complete the College Application Checklist, and check out CFNC.org/cawseniors.

For more information or questions please contact:  
(SITE COORDINATOR NAME)



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### How To Access Online Applications at CFNC.org

Site coordinators may need to help students complete the following steps:

1. Go to **CFNC.org**.
2. Once they log in, they will go to the purple tab **Apply**.
3. Click on the **College Applications** link.
4. Students enter their already established username and password to log into CFNC.org.
5. Students can resume their **Applications in Progress** or **Start a New Application**.
6. Once students select a new college to apply to, click on “Apply.” Students should review the introduction pages provided by the individual college or university. Every college will have some different requirements and instructions for the applicant. This page will offer helpful hints to guide students through each part of the process specific to each college and keep them informed every step of the way.
7. As they are filling in the fields of requested information, students can stop and click the **Save** option on the left side of the screen. Students can resume the application at any time by going to the CFNC.org purple tab Apply.

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## Applications for Independent and Public Colleges and Universities Frequently Asked Questions

Applications for Independent and Public Colleges and Universities include more questions and fields than other college applications. The following information includes frequently asked questions your seniors may have.

### Enrollment Information

*What is my entering term and year?* Most students will select the fall semester following senior year; however, choose the summer option if you intend to attend summer school prior to Fall enrollment.

*What is my entrance status?* The following are definitions for each status.

**Freshman:** This will be the first college in which you enroll after graduating high school. Check this even if you have advanced placement (AP) credit, or dual enrollment, or have earned college credit in high school.

**Transfer:** If you are graduating high school in the spring and going directly to college, you are **not** a transfer student even if you have college credit.

**Non Degree:** You want to take college course(s) but are not seeking a degree.

*What is my desired major?* Under First Choice, you can choose your first choice of majors. You may check “Undecided.” Please note that you can change your major during your college program.

### Address

*Can I list a Post Office Box?* You will need to also include a physical address if you use a Post Office Box for your mailing address. Make sure this information is correct. The date the address became your permanent mailing address is the month and year you moved to this location which may even be your date of birth.

### Personal Information

*What types of personal information will I need to provide?* 1) Social Security Number: Enter your nine digit social security number. This information is not required, but preferred; 2) NC WISE Number: If you are at a NC WISE school, you must have your NC WISE number to allow high school transcripts to be electronically submitted. Please note that for NC WISE Schools, we encourage site coordinators to have a listing of all NC WISE IDs on the day of your event.

### College Information

*What should I list for current college courses in progress or planned, including the term (to be) taken, course subject and number (example: BIO 1001), credit hours, and college/university?* Please note that dual enrollment, Huskins, Learn and Earn, Learn and Earn Online, and Early College High School may be added here; however, **do not** list AP courses.

### Family Information

*What family information am I required to submit?* You will need to answer the following required question: Are your father and/or mother living? Also, *Legal Guardian Information* is the same information requested for father and mother and Emergency Contact Information is required if it is other than parent or guardian.

### Activities and Interests

*Do I have to list all my activities and interests for each college application?* This information will be auto-populated if you have completed the High School Planner portion of CFNC.org (this can be found under the blue My CFNC Your Profile tab).

### Campus Specific Information

*What additional information will I need to include for each college application?* This information varies by educational institution. You can find more information on CFNC.org.

### Miscellaneous Information

*What types of questions will I be asked about my past criminal activity?* UNC system campuses now state the following: Your "yes" answer to one or more of the following questions will not necessarily preclude your being admitted. Your failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission, dismiss you, or subject you to disciplinary sanctions after enrollment. The university may spot-check records and obtain official court and/or school documentation to ensure accuracy, and the campuses may share pertinent information as needed for the safety of the university system. The university is committed to safety and has a process for conducting criminal background checks on applicants. This may or may not happen with regard to your application.

For all non-UNC system colleges and universities: Your "yes" answer to one or more of the following questions about criminal activity may not preclude your being admitted. However, your failure to provide complete, accurate, and truthful information will be grounds to deny or withdraw your admission or to dismiss you after enrollment. For the purpose of the following six questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related.

For the purpose of the following six questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related. You must disclose criminal charges or crimes dismissed as a result of a deferred prosecution agreement or any other arrangement under which you accepted responsibility for an alleged crime. Complete honesty is expected.

Answers to these questions are all required.

1. Have you been convicted of a crime? (Yes or No)
2. Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, or an Alford plea, or have you received a deferred prosecution or prayer for judgment continued, to a criminal charge? (Yes or No)
3. Have you otherwise accepted responsibility for the commission of a crime? (Yes or No)
4. Do you have any criminal charges pending against you? (Yes or No)
5. Have you ever been expelled, dismissed, suspended, placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university? (Yes or No)

6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge? (Yes, No, Currently Serving, or Never Served)

*Please note, if you answered yes to any of the six questions above, you may be asked to explain the circumstances.*

### **Submitting Your Application ... “I Applied! Now What?”**

The puzzle pieces of going to college are almost together! Read the following information to learn more about the “Now What?” pieces of paying your application fee, keeping your confirmation page, when to expect schools to contact you, and information on transcripts, test scores, essays, financial aid, and more!

#### **Paying Your Application Fee**

When you submit your application online, you may be required to pay an application fee. If so, you can pay your application fee the following ways:

- 1) You can pay via credit or debit card online. Some colleges require a credit card to apply online. Do your research prior to the event to see if the college you want to apply to requires one! If you chose this option, you will need the following information: Credit card type (Visa, MasterCard, etc.), credit card number, security code, name on credit card, date credit card was issued, or expiration date.
- 2) You can submit your application online and pay via check in the mail. You will need to include a copy of your Confirmation Page with your check.
- 3) You can choose the fee waiver option on most applications if you qualify. Check with your school counselor about this option. You will need to include a copy of your Confirmation Page with the fee waiver. **DO NOT CHOOSE FEE WAIVER OPTION IF YOU DO NOT QUALIFY.** Ask your counselor for more information.
- 4) You can save your application, print it, and mail it in with your payment.

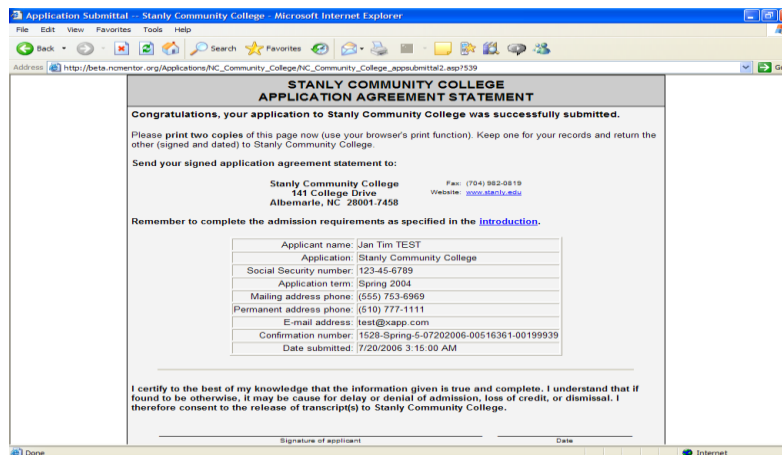
#### **Follow Up with Transcripts, Test Scores, and Essays**

Many admission offices require students to submit additional information in order to complete the application process. It is important to find out what other information is required and send it to the campus ASAP! The more quickly you submit all the necessary forms, the sooner you will receive a response from the admission office.

#### **Don’t forget your Confirmation Page ...**

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

Sample Confirmation Page



**Schools should contact you!**

Once you have submitted your online application, campuses should be in touch with you via email or letter to inform you of the status of your application. If you have not been contacted by the school within 1-2 weeks of your submission, get in touch with the college or university's admission office to inquire about your application status. You can find the contact information for your particular college or university on CFNC.org.

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

- Go to CFNC.org to research financial aid options such as scholarship opportunities, available grants, loans, and incentive programs to help make your college costs affordable.
- Speak with your family and guidance counselor about your financial aid options.
- Mark your calendar for FAFSA DAY at a college, university, or community center near you to learn more about your options.
- Complete and submit the FAFSA as early as possible. The sooner you submit the form, the better chances you have of getting an affordable financial aid package.
- Contact CFNC Resource Center for answers to questions in English or Spanish at 866-866-CFNC or [questions@cfncresource.org](mailto:questions@cfncresource.org).
- Be sure to pick up copies of the handouts before leaving the computer lab today.

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