



Event Coordinator Handbook

Sponsored by:





Dear College App Week Event Coordinators:

On behalf of the Tennessee Higher Education Commission (THEC), thank you for hosting a Tennessee College App Week event during the week of September 26-30 at your school or organization! The goal of College App Week is to provide all seniors at participating high schools the opportunity to apply to college.

This year, we are excited to incorporate College App Week into our suite of Path to College events, which also include College Signing Day, College Planning Night, and TN FAFSA Frenzy. Based on your successes with College App Week over the past eight years, we wanted to expand the best practices of the event throughout the school year and provide you with even more college-going resources. For more information on the other Path to College events, visit www.gearuptn.gov and check under the "College Access Events" section on the homepage.

While the focus of College App Week is particularly on seniors who will become 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 App Week will add to the college-going culture in your community.

Please contact Mary Laphen, our Statewide Services Program Coordinator at (615) 253-1155 or mary.laphen@tn.gov if you have any questions or concerns about planning and implementing College App Week at your school. We will keep you updated regarding any changes or additional information you may find useful.

Thank you in advance for your willingness to participate in this important college access event. Your participation will encourage Tennessee students and their families to make college a part of their future.

Sincerely,

A handwritten signature in black ink that reads "Troy Grant". The signature is written in a cursive, flowing style.

Troy Grant
Assistant Executive Director, Office of P-16 Initiatives
Tennessee Higher Education Commission
(615) 532-0423
Troy.Grant@TN.gov

Table of Contents



Section 1: Planning Your College Application Week	1
Site Coordinator Checklist	2
Event Day Reminders	4
Resources:	
Student Sign-in Sheet	5
Reporting Procedure	6
Data Reporting Requirements	7
Section 2: Getting Support for Your College App Week Events	8
Who to Involve	9
Volunteer Resource Guide	11
Resources:	
Volunteer Quick Guide to College Application Week	12
Volunteer College Application Tips	13
Sample Volunteer Recruitment Email/Letter	14
Section 3: Promoting Your Event	15
In-School Promotion Ideas	16
Promoting College App Week to the Media	19
Resources:	
Social Media Poster	20
Sample Press Release	21
Sample Student/Family Letter	22
Sample Flyer for Families	23
Printable Table Tents	24
Section 4: Hosting Your College App Week	25
College App Week at Elementary Schools	26
College App Week at Middle Schools	27
College App Week at High Schools	29
Tennessee Promise	31
Resources:	
Tennessee Promise Information Sheet	32
Tennessee Promise Application Instructions	33
List of Tennessee Promise Institutions and Programs	34
Sample timeline for College App Week - Just Seniors	37
Sample timeline for College App Week - High School	38
Sample timeline for College App Week - Middle School	39
Tracking Your Students' Progress	40
CollegeforTN.org during College App Week	41
Career Town and Kids Search Elementary School Resource	42

Section 5: Student Resources	43
Answers to Student FAQs	44
Resources:	
Student Handout: Preparing for College App Week	45
Student Handout: Parts of a College Application	46
Student Handout: Now That I've Applied, What's Next?	47
Educator and Counselor FAQs	48
Section 6: Best Practices from Tennessee College App Week	49
Best Practices from Past College App Weeks	50
Resources:	
Tailgate Party Invitation	57
Fairy Tale Characters Go To College	58
College Board College Application Checklist	59
Student Handout: Oasis College Connection Worksheet	60

Section 1:

Planning Your College App Week

College App Week can be one of the most exciting and inspiring weeks of the school year, and the possibilities for great implementation are nearly endless! With proper planning, event promotion, and creative thinking, your College App Week will inspire all students to prepare for life after high school.

As you begin to plan College App Week at your school, tailor the events to the needs of your school. From the timing of events to the location, work with your school's administrators and teachers to plan an event that works best for your school and students.

So no matter what format your College App Week takes, the following pages will give you checklist that can be tailored to your specific event, a page of helpful reminders for the day of your event, and tools to use throughout College App Week.

IN THIS SECTION

- Event Coordinator Checklist
- Event Day Reminders
- Student Sign-in Sheet
- Reporting Procedure
- Data Reporting Requirements

Event Coordinator Checklist

Getting Started

- Review Site Coordinator training materials and contact Mary Laphen at (615) 253-1155 or mary.laphen@tn.gov if you have questions.
- Follow CollegeforTN on Facebook and on Twitter @CollegeforTN for updates and College App Week ideas.
- Reserve a space for your event with computers and printers available.
- Notify teachers, counselors, and other school administrators (principal, athletic director, etc.) of your plans.
- Think about the following:
 - Which students and classes will be in the lab at what times?
 - What other college awareness activities will be available to students?
 - Will you plan activities for students who aren't seniors or aren't ready to submit an application yet?

Recruiting Support

- Recruit volunteers. (Check out the volunteer resources starting on page 10.) Reach out to school staff and teachers to volunteer. Contact local colleges to invite admissions staff and faculty to volunteer during College App Week. Reach out to local community organizations and parents to volunteer. The success of your program is directly tied to the strength of your volunteer workforce.
- Encourage all teachers to plan College App Week-related activities. (See page 26 for activities.)
- Solicit door prizes from community supporters.
- Confirm attendance of all volunteers. Remind them of the time and place of your event and any other pertinent information.
- Remind teachers, counselors and 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.
- Check with other college access programs in your school or district, such as GEAR UP TN or your Tennessee Promise partnering organization, to see what their plans are for College App Week.

Promoting Your Event

- Send a press release to local newspapers and TV stations announcing the event. This is a good way to ensure volunteer and community support. (See page 19.)
- Reach out to parents about the event to help them prepare students. (See pages 22 and 23).

Event Coordinator Checklist

Preparing Students

- Remind students to register for and take the ACT/SAT; have a list of registration deadlines and test dates available to students. All Tennessee seniors who have previously taken the ACT are eligible to retake the test at no cost, regardless of socioeconomic status on October 22nd. The regular registration deadline for that test date is September 16, but students can register and pay a late fee if they register between September 17-30.
- Determine which seniors have not applied to a college/university and encourage them to attend a College App Week event at your school and apply to a college
- Check which of your students haven't yet applied for Tennessee Promise and encourage them to apply for the scholarship during College App Week.
- Send student and parent letters notifying them of College App Week. (See pages 23 and 24.)
- Encourage students to meet with counselors to discuss fee waivers, if applicable.

Best Practice Spotlight: College Athletics and College Admissions



At Claiborne High School, rising senior student Abby worked with her GEAR UP site coordinator to create a bulletin board that addressed one of the most exciting parts of college: college sports!



She found plush mascots from colleges, including out of state schools that play in the SEC. Abby included information on each school such as its distance from her county, the cost of in-state and out-of-state tuition, and its admissions requirements. Abby's goal was to show students that they can still cheer on the Bulldogs or yell "Roll Tide!" on the weekends, but there are great college options in Tennessee that can be a good fit, regardless of how you feel about "Rocky Top."

Reminders for During Your Event(s)

For seniors filling out or submitting applications:

- Check all computers to ensure that all computers are in working condition and pertinent web sites are not blocked by your school or district.
- Post the following items in each computer lab or classroom where students will be completing on-line applications. Students may need to reference this information when completing applications.
 - High school name
 - School mailing address
 - Phone number
 - Fax number
 - School code
 - Each counselor's contact information, including e-mail address
 - ACT and SAT dates*
- Have all students sign in as they arrive. Refer to the sample sign-in sheet that is included in this toolkit on page 5.
- Students can post the "I Applied" College App Week badge on their social media pages. We'll have it posted on Twitter (@CollegeforTN), Facebook (CollegeforTN), and Instagram . Encourage them to share their success on Twitter, Facebook, or Instagram with the hashtags #IApplied and #TNCollegeAppWeek.
- Distribute the student handout "Now That I've Applied, What's Next?" to reference during and after the application process.
- Be sure that students complete and submit application(s), print confirmation page(s), or save application(s) to finalize and submit in the next day or two.
- After your students have completed the desired amount of college applications:
 - Remind each of them to review "Now That I've Applied, What's Next?"
 - Distribute "I Applied" stickers.
 - Have your students fill out the College App Week survey, available on the CollegeforTN.org homepage in the "What's Happening in Tennessee" box.
- Make sure you fill out the Reporting Form. During College App Week, we will send out a link to an online version of the Reporting Form survey. **You will need to keep track of the number of students who participate in your event and the total number of applications that are submitted.** Please remember that students may fill out more than one application. The Reporting Form should be filled out online or returned to Mary Laphen (mary.laphen@tn.gov) no later than October 30, 2016.

**Many colleges ask students to list the dates on which they took the test or when they plan to take it. A quick reference will make a big difference.*

Reporting Procedure

It is our goal to ensure that Tennessee College App Week improves and expands each year. Collecting feedback and result data is an important part of accomplishing that goal. Please review the *Data Reporting Requirements* found on the following page.

As you plan your event, ensure that you track the information listed. You will need to keep track of the number of students who participate in your event and the total number of applications that are submitted. Please remember that students may fill out more than one application. **Site coordinators will receive a link to an online reporting form via email.** Reporting Forms should be completed no later than **October 30, 2016**.

If you are unable to complete the online reporting form, you may email the form on the following page to mary.laphen@tn.gov or fax it to 615-741-6230, attn: Mary Laphen.



DATA REPORTING REQUIREMENTS

Thank you for participating in the 2016 College App Week. Please track the following data items to help us improve this initiative and better serve you in the future. During College App Week, you will receive a link to an online version of this form or you can email this form to mary.laphen@tn.gov.

Your Name: _____

Your School District/Organization: _____

Your High School or Program: _____

1. How many students attend your school? _____

2. How many students at your school participated in College App Week? _____

3. How many seniors/12th graders at your school participated in College Application Week? _____

4. At your school, how many college applications were submitted during College Application Week? (Please remember that one student could have submitted more than one application.) _____

5. Do you plan on participating in College Application Week next year? (Please circle one answer below.)

Yes No

6. How helpful was College App Week in promoting a college-going culture in your school or program? (Please circle one answer below. 1 = Not At All Helpful; 5= Very Helpful.)

1 2 3 4 5

7. If you have any further comments about this initiative or suggestions of how to improve it, please write them below.

8. Please share any best practices from successful events or activities that your site held during College App Week.

Section 2:

Getting Support for Your College App Week Events

The success of your College App Week relies not just on you, but on your school and your community. Engaging the school community in the planning and implementation process will create excitement about the event. And the more support you have, the more success you will see. Additionally, the community plays an important role in creating and sustaining a college-going culture.

In the following pages, you will find ideas for engaging students, school faculty, and members of the community, including a volunteer resource guide that will help you to prepare your volunteers for event day.

IN THIS SECTION

- [Who to Involve](#)
- [Volunteer Resource Guide](#)
- [Volunteer Quick Guide to College Application Week](#)
- [Volunteer College Application Tips](#)
- [Sample Volunteer Recruitment Email/Letter](#)
- [Sample Donation Request Letter](#)

Who to Involve

Students

- Recruit students to help implement College App Week. Identify student leaders who would love to bring their own ideas to the table.
- Select “student ambassadors” and educate them on the purpose of College App Week. Ask them to share implementation ideas and distribute materials.
- Ask students to promote College App Week through their social media accounts. They can use the hashtags #TNCollegeAppWeek and #IAApplied. Encourage them to tag @CollegeforTN on Facebook, Twitter, and Instagram.

Teachers

- Teachers are your greatest allies in motivating students to pursue higher education. We recommend enlisting their help to make your school’s College App Week a huge success. Share your planning with them and ask for their help in brainstorming ways to make this event something the whole school embraces.
- Ask teachers to take time during College App Week to talk to each of their classes about their college experience. (See sample letter on page 55).
- Give them the information sheet of college application tips on page 13 they can review with students.
- Have teachers recruit “student ambassadors” to help decorate the school, distribute College App Week materials, and encourage their friends to participate in College App Week.
- Ask them to dedicate at least one class during College App Week for college application related activities such as essay writing.

Best Practice Spotlight: College Access Advisory Committee

Invite stakeholders from your community such as local government, business people, newspaper, area college representatives, military representatives, representatives from elementary and middle school(s), teachers and administrators from your school.

Milan High School holds meetings every other month during lunch. They provide lunch for them and keep the meeting to an hour. The group discusses college access activities as well as brainstorm ideas. This is a great way to network support for your program and get the community involved and informed.

Who to Involve

Volunteers/Community Representatives

- Volunteer and community involvement is crucial to the success of your event. Identify contacts in your community that may be interested in helping make your College App Week a success by donating time and/or resources. Some examples may include:
 - School Alumni
 - Students' families, PTA, School Improvement Council
 - Your school's athletic department and coaches
 - Retired educators
 - Volunteer, senior, or church groups
 - Community college and university representatives and faculty
 - Business, community, and political leaders
 - Youth programs (e.g., YMCA, Boys and Girls Club, 4H, Girl Scouts, Boy Scouts)
 - College access organizations in your school or community
- Provide volunteers with an information sheet of college application tips on page 13 so they can review it prior to College App Week.
- Send all potential volunteers and/or groups a College App Week recruitment email/letter with an event explanation and details.
- Ask volunteers to promote College App Week through their social media accounts. They can use the hashtags #TNCollegeAppWeek and #IApplied. Encourage them to tag @CollegeforTN on Facebook, Twitter, and Instagram.

Best Practice Spotlight: Community Partnership

Glenclyff High School works very closely with many community partners. For college access, we work most often with YMCA Latino Achievers, Escalera (a program from Conexcion Americas), and GEAR UP. We're also hoping to work with Oasis College Connection again this year.

Glenclyff works with community partners by:

- providing them a space to hold after school meetings
- encouraging students to join the groups/access their services
- supporting their services (i.e., helping pass out permission slips for field trips)
- serving as a liaison between them and the school faculty/staff

The community partners also support the work of the school by reinforcing college information that has been discussed at school in a smaller group/more informal setting.

Volunteer Resource Guide

The success of your College App Week is dependent upon the strength of your volunteer workforce. Therefore, it is essential to recruit volunteers to ensure the success of your program. Below is a guide you can follow to ensure you have a well-informed and efficient volunteer force.

Notify them

Once you have recruited and finalized your volunteer roster for College App Week, you will need to notify them of the event details. You can use the template on the next page as a guide.

Give them options

Volunteer opportunities can range from greeting students to helping them fill out the applications. Below is a list of possible opportunities. Add in your event-specific needs and use this as a tool to help volunteers choose a task.

- Greet students
- Sign in students
- Monitor the computer lab
- Assist students with the completion of online college applications
- Distribute information about financial aid opportunities
- Distribute important instruction sheets

Identify them

Help identify your volunteers as a source of help for students by providing name badges for volunteers on the day of the event.

Train them

On the morning of the event, conduct a quick orientation to familiarize volunteers with details of your event. Consider walking them through a typical college application. The training is also a good time to review key terms they're likely to hear during the event, such as Tennessee Promise, ACT, FAFSA, Common App, and other college-focused terms.

Thank them

Send a thank-you letter to all volunteers for their dedication to College App Week. Handwrite a note to each volunteer. You may also want to give students the opportunity to thank the volunteers as well.



VOLUNTEER QUICK GUIDE

Welcome to College App Week! We appreciate your hard work and dedication to making college a reality for our students. Use this reference guide to familiarize yourself with the details of our College App Week program.

What is College Application Week?

College App Week is a statewide event sponsored by the Tennessee Higher Education Commission and CollegeforTN.org.

What is the goal of College App Week?

The goal of Tennessee College App Week is to build excitement around the college application process and provide every graduating Tennessee high school senior the opportunity to apply, with a focus placed on first-generation students and students who may not otherwise apply to college. We define college as any formal education after high school.

How do I address questions about application fees and fee waivers?

For colleges that require an application fee, students can use credit/debit cards online for some colleges, or print their online application(s) to mail with a check to the college(s). Should students have questions about eligibility for fee waivers, please refer them to their school counselor.

What are their next steps?

In order to be eligible for financial aid, college applicants must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible beginning October 1 of their senior year. The earlier students complete and submit this form, the better! Also, refer students to the "Now That I've Applied, What's Next?" handout that their teacher or counselor has given them.



COLLEGE APPLICATION TIPS

The following information can help you to learn more about the college application process and assist students in completing their applications.

Important Dates

- TN Promise Application Deadline: November 1
- FAFSA Application Opens: October 1
- *FAFSA form must be submitted by January 17 for TN Promise*

Students should have the following items to aid in the process, but not required:

- Personal and educational data (e.g., name, address, social security number, phone number, e-mail, citizenship and residency information, high schools attended, college credits earned, parental information, senior year schedule, standardized test scores)
- Honors and awards
- Extracurricular, personal, and volunteer activities
- Employment, internships, and summer activities (some colleges allow applications to submit a resume in addition to the activity section of their application)
- Essays, both short answer and a longer personal essay
- Disciplinary information
- Application fee (many colleges will accept fee waivers—ask a counselor)

Online resources:

- **CollegeforTN.org**
CollegeforTN.org is a free online web portal that provides Tennessee students and families with resources to research and organize the college and career search process. The portal offers lots of information on college applications.
- **FAFSA.ed.gov**
FAFSA.ed.gov is the official site at which students file the FAFSA. Filing the FAFSA is always free- any website that asks students to pay to file the FAFSA is not the official Federal Student Aid site. Students can file the 2017-2018 FAFSA beginning October 1. During College App Week, they can register for a FAFSA ID, which they will need to file the FAFSA at www.fsaaid.ed.gov.
- **ACT.org**
Students can register for the ACT on ACT.org or they can visit the website to retrieve their scores and have those scores sent to schools.
- **CollegeBoard.org**
Students can register for the SAT on collegeboard.org or they can visit the website to retrieve their scores and have those scores sent to schools.
- **CommonApp.org**
Students can apply to more than 500 member institutions around the country. In Tennessee, the following universities accept the common application: Belmont University, Christian Brothers University, Fisk University, Lipscomb University, Rhodes College, Sewanee: The University of the South, The University of Tennessee at Knoxville, and Vanderbilt University.

Sample Volunteer Recruitment E-mail/Letter

This letter should be distributed to any volunteer prospects and/or groups. Update the bold pieces with your school's event information and feel free to add more event details to generate interest.

School Logo

School Address

Dear **Name of Organization**,

Name of Your High School is pleased to announce its participation in the statewide College App Week, September 26-30. The goal of College App Week, which is sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, is to provide a forum for all Tennessee seniors to complete and file college applications.

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. With your help, students can connect to resources available outside of the classroom that will help them prepare for college. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities. Our students will look to your help and support as they take a big step in the direction of going to college.

If you or any of your colleagues at **Name of Organization** are interested in volunteering in any capacity, please contact **Name, Contact Info** at **Name of Your High School**.

Thank you,

Your Name

Your Title

Section 3:

Promoting Your Event

Promoting your school's College App Week is crucial. While much of the focus for College App Week is geared toward seniors, a truly successful event has the entire school community actively engaged. In the following pages, you'll find ideas and sample activities you can use to promote the event to all those involved both within your school community and outside the walls of your school.

IN THIS SECTION

- In-School Promotion Ideas
- Promoting College App Week to the Media
- Hello My Name Is: Activity
- Social Media Poster
- Sample Press Release
- Sample Student/Family Letter
- Sample Flyer for Families
- Printable Table Tents

In-School Promotion Ideas

Morning Announcement Script

Use daily public announcements to generate awareness of College App Week. Try this sample message!

Seniors, this is College App Week! If you haven't already applied to college, this is the week to do it. Go to the computer lab or the library to apply online and to visit the CollegeforTN.org website. Make sure you add your name to the sign in sheet so that you will be eligible to win prizes donated by colleges and the military.

If you have applied, that's awesome! You can still add your name to the sign in sheet by visiting the CollegeforTN.org website.

Wall Cling

Put the CollegeforTN.org wall cling that was mailed to you on the wall of a high traffic area in your school. To use, gently separate the wall cling from the white paper and place on the wall. The wall cling should not damage walls or paint and can be moved from place to place as often as you choose.

"I Applied" Stickers

Give students an "I Applied" sticker after they have completed their application.



Host a Pep Rally

Talk with your school administrators about holding a kick-off pep rally to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school or apprenticeship program and have them tell the student body the one thing they are most looking forward to in college or trade school, why they selected the school or program they did, or any first-hand account of actions already taken.

Friendly Competition

Sponsor a class contest between the different grades to inspire all students to take the college preparation process seriously during College App Week. Classes compete against each other to have the most students taking action. Keep a record on your school website or Facebook page.

Daily College Trivia Announcements

During College App Week, make daily announcements with College Trivia or fun facts. If you do a trivia question, offer a small prize for the first student to turn in the correct answer. Check out the sample facts on page 28 or, during College App Week, look to our daily emails with trivia you can use each day! (You should get the email before the start of school each morning during College App Week.)

Dress the Part

During College App Week, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students. You can also encourage students to dress in the colors and apparel of their favorite college or college sports team for a day.

Dress the School

Create a “College Wall.” Encourage seniors to 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. If available, enlist the support of art teachers, as they may be helpful in developing additional promotional materials to create a “college-going culture” on the walls of your school.

Invite Guest Speakers

Invite admissions staff from local colleges/universities to provide general information related to their campus, including the majors offered, admission requirements, application process, and cost of attendance.

Give Away College “Stuff”

Hold drawings during College App Week. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) to use as giveaways during your event. Also, ask local businesses for items for your drawing.

Communicate

Send letters or e-mail reminders to all parents, students, and school staff. Also, include information in the school newsletter and post fliers around the school and community about your College App Week event. You can use the Sample Student/Family Letter at the end of this section as a guide.

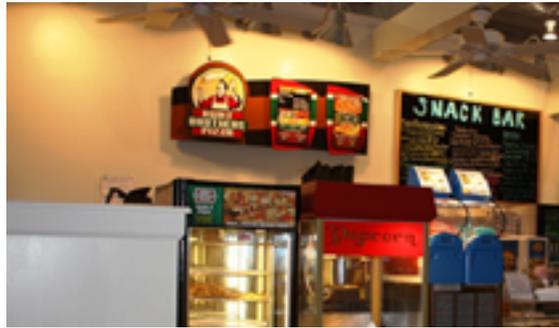
Claiborne County knows how to have fun! After all of the hard work of applying to college, students got the chance to enjoy field games (and some silly string!)

Danna Smith, GEAR UP TN



Best Practice Spotlight: Snacks and School Spirit

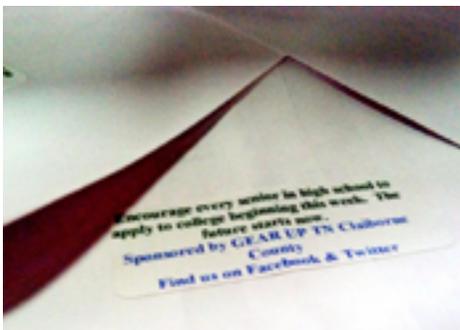
Are you ready for some football? Your students and parents are, so remind them at an upcoming game. Ask your Athletic Booster Club if you can put College Application Week information on their popcorn or chip bags. You can use mailing labels to quickly let hungry fans know about College App Week events, and this can promote a special activity of the week such as a parent workshop or college application help.



Local businesses that your students and families frequent can also be a great way to spread the word. To promote College App Week and FAFSA completion in Claiborne County, the GEAR UP project reaches out to local historical icon, Frostee, for some help.

"The Frostee is a family owned drive up, curb side restaurant that has been open over 50 years. They allow us to come in and put information stickers on their to-go bags to announce college access events.

We have done the same with our local race track, Tazewell Speedway. They allow us to put announcement stickers on their popcorn bags. These are the only two businesses we have approached because they use paper bags that are better for labels compared to other local businesses that use plastic bags. We make the stickers at school, and I go to the businesses and get bags and bring them back to add labels. It's super simple, and it doesn't create extra waste for businesses to clean up." Danna Smith, GEAR UP TN



Promoting College App Week to the Media

Inviting local media to your College App Week is a great way to increase public awareness of your school's activities and promotion of a college-going culture in Tennessee. Here are some tips for contacting the media:

- 1. Write a press release:** Write a brief press release with information about your College App Week events and activities. (See page 21 for a template for your press release.)
- 2. Distribute the press release:** Send out the press release to your local media outlets approximately two weeks before College App Week.

If you email a copy of the press release, send the release directly in the body of your email. This will help your email avoid spam filters. If you can, send the email from an address linked to a person's name (rather than a general organizational mailbox). An email from kate.derrick@tn.gov is more likely to be read than an email from CollegeforTN@tn.gov.

Tip: If you or someone on staff at your school has a relationship with the media or a specific reporter, have that person reach out and/or follow up with the media. Also try reaching out to reporters who have covered your school(s) previously.

- 3. Follow up once you send the press release:** Once you have sent the press release, follow up by phone to make sure the newsroom received the press release. Prepare a small script ahead of time with the most important information. Prepare to be brief on the phone- newsrooms and reporters are usually busy and being prepared when you speak to them will help you keep their attention.
- 4. Designate a media point-of-contact:** Choose someone involved with College App Week to be the point person for any members of the media who may attend.

The media point-of-contact should be prepared to greet anyone from the media who attends any College App Week events and direct them to students, faculty, or anyone else willing to be interviewed for a news piece.

- 5. Follow up the day before any big events:** The day before any big College App Week events (or the Friday before), follow up with your media targets by phone or email to remind them of the event and/or confirm their attendance, and give them contact information for your designated media point-of-contact.
- 6. During College App Week:** Make sure parking is available for any media and that your school's front office is aware that media may be arriving.

Ensure that your media point-of-contact is prepared to answer basic questions about your College App Week events, including the events and activities your school is hosting, the number of seniors at your school, and your most recent college-going rates.

Try to get contact information from any media that attend so you have their contact information for future events/announcements and to send a follow-up thank you.

- 7. Send a thank you:** Send thank you notes to members of the media that attend your event. This will help to maintain a good relationship with your local media outlets.



September 26-30

Post about College App Week on social media:

Follow and tag:



@CollegeforTN



@CollegeforTN



CollegeforTN

Use hashtags

#IApplied

and

#TNCollegeAppWeek



Sample Press Release

Send this sample press release to local news organizations. Update the bold pieces with your school's event information and add any other relevant event details. If you need help locating contact information for your local news outlets, please contact Courtney Rogers (courtney.rogers@tn.gov) at the Tennessee Higher Education Commission.

FOR IMMEDIATE RELEASE

For more information, please contact:

Name,
Phone,
E-mail Address

SCHOOL NAME HOSTS COLLEGE APP WEEK

CITY, TN (DATE) - In an effort to promote college awareness and access, **Name of Your High School** will participate in College App Week, part of the statewide Path to College initiative sponsored by the Tennessee Higher Education Commission and CollegeforTN.org, on September 26-30.

The goal of Tennessee College App Week is to provide all Tennessee seniors the opportunity to complete and file college applications with the support of their school. Seniors will also be encouraged to complete Tennessee Promise applications during the event.

While much of the focus of College App Week is geared toward first-generation college students and students who may not otherwise apply to college, **Name of Your High School** will also offer college-focused activities for freshmen, sophomores, juniors, and seniors who have already applied to college. This is the sixth annual College App Week in Tennessee and the **Insert Number** time it has been held at **Name of Your High School**.

Name of Event Coordinator, College App Week Coordinator for **Name of Your High School**, is expecting more than **Insert Number** seniors to participate with the help of **Insert Number** volunteers from **Insert names of School Faculty/Administration/College/ Community Resources that will help**.

For more information about the **Name of Your High School** College App Week event, please contact **Name of Event Coordinator and contact information**.



Sample Student/Family Letter

Update the bold pieces with your school's event information and add any other event details.

School Logo

School Address

Dear Students and Families,

The Tennessee Higher Education Commission in collaboration with CollegeforTN.org is pleased to announce September 26-30 as Tennessee College App Week. Throughout this week, high schools across the state will host College App Week events to assist students with the college application process. On **Date(s) of Event**, all seniors expected to graduate in **May/June 2017** will be encouraged to complete at least one online application for admission to a higher education institution, 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 goal of College App Week is to provide the opportunity for all Tennessee seniors to complete and file college applications. In order to participate fully, prior to College App Week, students will need to research the institutions to which they want to apply. 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, we encourage family members to volunteer during the event. If you are interested in volunteering, please contact **Name, Title, at (000) 000-0000**. Volunteers can greet and sign in students, assist students with the completion of online college applications, or distribute information about financial aid opportunities.

As part of the college application process during College App Week, your student will likely need to know their social security number and have access to a credit card to pay application fees. If either of these present a problem, please call our school counseling office or have your student speak with a school counselor. If you have any questions please call **Name, Title, at (000) 000-0000**.

Thank you in advance for your support of this exciting initiative to encourage Tennessee students to make college a part of their future.

Sincerely,

School Counselor/Principal/Event Coordinator



Tennessee's College Application Week

September 26-30



What is College Application Week?

- The primary purpose of this effort is to help high school seniors navigate the complex college admissions process.
- The application process can be daunting, even for students surrounded by a support system.
- Host sites set aside time and space during the school day with computer and internet access. Paper applications are acquired where necessary.
- Most sites also include activities for students that aren't seniors in an effort to continue building a college-going culture in the community.

How parents can play a role in College App Week:

If your student is a senior:

- Talk to your student about where he/she wants to apply to college.
- If your student doesn't have a credit card, they may need your card to submit the application fee.
- Consider volunteering at your student's school during College App Week.

If your student isn't yet a senior:

- Take the time to talk to your student about college, including different types of institutions and what he or she might want to study.
- Consider volunteering at your student's school during College App Week. Most schools do events for younger students, too.

For more information about Tennessee's College App Week, contact the counselor at your student's school.



Have questions about College App Week or the college application process? Contact the school counseling office.



Have questions about College App Week or the college application process? Contact the school counseling office.

- Before College App Week, create an account on CollegeforTN.org for resources on what you need to prepare to apply and information about what majors and colleges might be a good fit for you.
- During College App Week, you'll have a chance to talk about what you need to do to prepare for college in a few years.
- College App Week is September 26-30.

Underclassmen



- Before College App Week, create an account on CollegeforTN.org for resources on what you need to prepare to apply and information about what majors and colleges might be a good fit for you.
- During College App Week, you'll have a chance to talk about what you need to do to prepare for college in a few years.
- College App Week is September 26-30.

Underclassmen



Seniors

- College App Week is September 26-30.
- Think about where you want to apply to college during College App Week.
- Be prepared to submit applications, including a method of payment for application fees.
- Create an account on CollegeforTN.org for resources on what you need to prepare to apply.



Seniors

- College App Week is September 26-30.
- Think about where you want to apply to college during College App Week.
- Be prepared to submit applications, including a method of payment for application fees.
- Create an account on CollegeforTN.org for resources on what you need to prepare to apply.



Have questions about College App Week or the college application process? Contact the school counseling office.



Have questions about College App Week or the college application process? Contact the school counseling office.



Section 4:

Hosting Your College App Week

This section guides you through activities that your school can host during College App Week. Whether you work in a high school or a middle school, College App Week has something to offer for each student, not just seniors beginning to apply for college. Key information in this section includes activity ideas for students from middle school through high school and information about applying for the Tennessee Promise scholarship.

IN THIS SECTION

- ❑ [College App Week at Elementary Schools](#)
- ❑ [College App Week at Middle Schools](#)
- ❑ [College App Week at High Schools](#)
- ❑ [Tennessee Promise](#)
- ❑ [Tennessee Promise Information Sheet](#)
- ❑ [Tennessee Promise Application Instructions](#)
- ❑ [List of Tennessee Promise Institutions and Programs](#)
- ❑ [College App Week Sample Timeline for Just Seniors](#)
- ❑ [College App Week Sample Timeline for High School](#)
- ❑ [College App Week Sample Timeline for Middle School](#)
- ❑ [CollegeforTN.org During College App Week](#)
- ❑ [Career Town and Kids Search](#)

College App Week at Elementary Schools

It's never too early to promote a college going culture in your schools!

Elementary school students will love the chance to learn about college and potentially interact with students at the high school. Here are a few ways you can engage students in an age appropriate way.

College for Monsters...oh my!

Milan Elementary School invites their students and parents to a viewing of *Monster's University*. In the film, beloved monsters Mike and Sulley tackle college transition with laughs and friendship. They pick majors, learn how to study, and even take exams! This is a fun way to encourage a college-going conversation with your younger students and their families.

College Dress Up

Show your students that they can be just like the big kids at the high school. Another favorite tradition at Milan Elementary School is when students don their school's cap and gown. Their photos are then displayed in the hallway with college and career affirmation messages.



Imagine Your Dream College

Bring together art, writing and imagination with college knowledge by asking students to imagine their dream college. Ask them to think about where that college would be, what kinds of classes they'd want to take, what the dorms would be like, and even what the cafeteria is serving up for dinner! Students can write a short paragraph or even a brochure advertising their school, and can finish their project by creating a school pennant with colors, symbols and a motto that symbolize their school.

College of the Day

During morning meeting, spend a few minutes talking about a college near your school. You can show students a picture or a map of the campus, and talk about what you can study there and what makes that school special. End the college discussion with a guessing contest: How many students take classes at that school? How many different majors does it offer? The student with the closest guess can win a small prize for their guess.

College App Week at Middle Schools

Middle schools present an excellent opportunity to start getting students excited about postsecondary education.

The focus of College App Week at high schools is applying to postsecondary education; at the middle school level, College App Week encourages students to start thinking about college and begin planning for their future.

Utilize CollegeforTN.org

Review Site Coordinator training materials and contact Lisa Davies at Lisa.Davies@tn.gov of the Tennessee Higher Education Commission if you have questions.

- Students can create their accounts.
- Students can explore their interests using activities like the Career Cluster Survey and Interest Profile

College Gear Day

- Encourage teachers and staff to wear apparel from their alma mater. Students can wear apparel from their favorite postsecondary institution.
- This is a great way for teachers to start a conversation about their college experience.

Door Decorating Contest

- Create college buzz with some friendly competition. Which homeroom can design the most creative college themed door decoration?

Homeroom Workshops

- Create mini-lessons for topics like decision making and setting goals that teachers can implement during homeroom.
- For curriculum and lesson ideas, see what the College Foundation of West Virginia has done
 - https://secure.cfwv.com/Home/Roads_to_Success/Grade_8.aspx

Guest Speakers

- Recruit professionals from the community to talk to students about their careers and postsecondary experience.

College and Career Fair

- If a neighboring high school is hosting a college and career fair, ask the representatives if they are able to come early or stay a little later to meet middle school students.

College App Week at Middle Schools

Teacher Involvement

- Encourage teachers to take some time and share their postsecondary experience.
- Create “College Door Signs.” Each teacher can fill in their alma mater and display it on their classroom door

Bring College To The Middle School

- Invite representatives from local colleges to talk to students about their institutions
- Invite local alumni who are attending college or recently graduated to share their experiences with college
- Take students on virtual college tours through the college websites.

College Facts Trivia

- Ask College Trivia questions on the morning announcements or during lunches.

College Fun Facts (Courtesy of Norwood Middle School)

- Sewanee: The University of the South (Sewanee, TN) resembles the fictional Hogwarts School of Witchcraft and Wizardry in J.K. Rowling’s popular “Harry Potter” series in that the school operates as its own self-contained community– the campus, town, and surrounding lakes and forests comprise its 10,000 wooded acres. The foggy, mountain-bound campus is made up of buildings designed in Gothic architecture. Plus, high-achieving students called the “Order of Gownsmen” wear academic gowns to class, much like Harry and his wizard-in-training classmates.
- University of Tennessee-Knoxville’s mascot is Smokey the Bluetick Coonhound. There have been 10 “Smokeys” through the years and Smokey X, the current mascot, is cared for by Alpha Gamma Rho fraternity.
- During Tennessee Tech’s homecoming parade, members of Phi Gamma Delta fraternity dress up in crazy outfits and form a Kazoo band, serenading the crowd with kazoos. They are frequently photographed more often than the Homecoming King and Queen!
- University of Memphis became the Memphis tigers in 1914 after students began cheering “We fight like tigers!” The school was originally called the West Tennessee Normal School. For over 40 years, a live Bengal Tiger named TOM has attended all home football games and travels in a custom-designed, climate controlled trailer (with a sherriff patrol...just in case!)
- Every fall at Austin Peay, students form teams to compete in volleyball and tug of war...in the mud! This event is known as the MudBowl and uses tarps surrounded by bales of straw, filled with murky dirt and water. The event began in 2003 and has been a campus favorite ever since.

College App Week at High Schools

Just for Seniors

College Application Checklist

- Provide your seniors with a checklist of information and materials (i.e. ACT scores, transcripts, application fee) they will need for College Application Workshop so they are prepared to successfully complete an application.
- See best practice example at Camden Central High School on page 52.

College Application Workshop

- Reserve a computer lab and have your seniors sign up for times to complete their applications. Hand out “I Applied” stickers after students complete their applications!

For All Students

College Application Night

- Invite students and parents to a college information night and have their questions answered by school counselors and local college representatives.

Host a College Fair

- Invite college admissions representatives to your school to help students learn more about their institutions.

Host a Pep Rally

- Talk with your school administrators about holding a kick-off pep rally to get everyone in the college frame of mind. Ask students to wear college gear from their favorite schools. Introduce seniors who have already been accepted into a school and have them tell the student body the one thing they are most looking forward to in college, why they selected the school they attended, or any first-hand account of actions already take. Or hold a pep rally at the end of the week to celebrate the seniors who applied to college.

Friendly Competition

- Sponsor a class contest between the different grades to inspire all students to take the college preparation process seriously during College App Week. Classes compete against each other to have the most students taking action. Keep a record on your school website or Facebook page.

Virtual College Tour

- Provide students with “scavenger hunt” list to find on a college website.

Teacher Talk

- Encourage teachers to take a few minutes during the week to share their college experience.

College App Week at High Schools

Dress the Part

- During College App Week, encourage teachers and staff to wear a t-shirt, sweatshirt, or hat from the college they attended, or have them bring in their college yearbook or other items with their college mascot to share with students.

Host Homeroom Workshops

- Conduct workshops during homeroom with students throughout College App Week. Some examples may include the following, many of which can be done through CollegeforTN.org:
- Freshmen and Sophomores: Learning styles, personality, and career inventories are a great way for students to begin exploring their path after high school. Use the career search and comparison tool to discover which degrees and certificates are needed for careers that a student may be interested in pursuing.
- Juniors: Junior year is a great time to dive into financial aid. Compare the costs of different colleges and take a look at which forms of Tennessee state financial aid are available at different campuses (i.e. Tennessee Promise, HOPE scholarship, etc). Students can also continue to build a portfolio with activities and interests.
- Seniors: Early in the week, encourage students to use the college search tool to discover schools that may be a good fit for their career goals. For students who have already submitted their applications, take a look at the scholarship finder and FAFSA information pages that explain the financial aid process.

Dress the School

- Create a “College Wall.” Encourage seniors to 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.
- If available, enlist the support of art teachers, as they may be helpful in developing additional promotional materials to create a “college-going culture” on the walls of your school.
- See examples in the best practices section that begins on page 48.

Invite Guest Speakers

- Invite admissions staff from local colleges/universities to provide general information related to their campus, including the majors offered, admission requirements, application process, and cost of attendance.

Give Away College “Stuff”

- Hold drawings during College App Week. Ask colleges and universities to donate promotional items (banners, hats, t-shirts, sweatshirts, etc.) to use as giveaways during your event. Also, ask local businesses for items for your drawing.

College Trivia

- Ask college-themed trivia questions during the morning announcements or during lunches. The first students to provide the correct answer will get a prize.



What is the Tennessee Promise?

The Tennessee Promise is a financial aid program offering two years of tuition-free community or technical college to Tennessee high school graduates beginning with the Class of 2015. The program provides eligible students a last-dollar scholarship, meaning the scholarship will cover tuition and fees not covered by the Pell grant, the HOPE scholarship, or TSAA. While removing students' financial burden is key, a critical component of Tennessee Promise is the individual guidance each participant will receive from a mentor who will provide motivation and assistance as the student enters higher education. Mentors are provided by a partnering organization designated by the mayor of every Tennessee county.

Tennessee Promise and College App Week

We encourage you to incorporate Tennessee Promise into College App Week. College App Week falls in the middle of the scholarship's application period and is a great opportunity get students in front of a computer to complete the application.

Some ways that you can incorporate Tennessee Promise into College App Week:

- Print out the Tennessee Promise information sheet on page 32 for students.
- Print out the application information page on page 33.
- Post the list of Tennessee Promise-eligible institutions and programs on pages 34 - 36.
- Consider marking the Tennessee Promise application page (www.TNPromise.gov) as a "Favorite" or "Bookmarked" page on the computers being used during College App Week to allow students to quickly navigate to and complete the application after they have completed their college applications.
- Invite your county's partnering organization to speak at your school during College App Week.
- Have 2016 graduates from your high school come to speak during College App Week about their experiences with Tennessee Promise.

For more information on Tennessee Promise, including the 2016-2017 Tennessee Promise Handbook for educators, visit www.tnpromise.gov.



Requirements of Tennessee Promise

November 1

Apply to Tennessee Promise at www.TNPromise.gov

January 17

Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov

Before March 1 & Before May 1

Partnering organizations will host mandatory meetings for students.

In the Spring

Apply to and register for classes at a community or technical college
(Your partnering organization may recommend applying by February 15)

July 1

Complete 8 hours of community service. Partnering organizations will provide guidelines and verify service hours.

By August 1

If selected for FAFSA verification, provide the necessary documentation to your institution.

What is Tennessee Promise?

Tennessee Promise offers up to two and a half years of tuition-free community or technical college to Tennessee high school graduates. The program provides eligible students a last-dollar scholarship, which covers tuition and mandatory fees not covered by the Pell grant, TELS, and TSAA. Students will also be assigned a partnering organization and mentor who will provide guidance and assistance as the student enters higher education. Students must participate with a partnering organization to access Tennessee Promise dollars.

Who is eligible for Tennessee Promise?

To be eligible to receive a Tennessee Promise Scholarship, a student must:

- *Be a Tennessee resident*
- *Graduate from an eligible Tennessee high school, complete a Tennessee home school program, or, prior to reaching 19 years of age, obtain a GED or HiSET diploma*
- *Complete the Tennessee Promise application at www.TNPromise.gov by November 1*
- *Apply to and enroll full-time in a community college, college of applied technology, or eligible program the fall after graduation from high school*
- *Meet all deadlines and requirements before enrolling*

What are the service requirements?

Community service is an important component of Tennessee Promise. A student participating in the program must perform a minimum of eight hours of community service prior to each semester. The deadline for the fall semester is July 1, spring semester is December 1, and summer semester is May 1. Partnering organizations must approve community service activities in advance.

Any service performed by a student which benefits the community may be counted, except:

- *Community service performed prior to high school graduation*
- *Work resulting in payment or remuneration of any kind*
- *Work directly benefiting family members*

How are funds distributed?

Students will never directly receive cash from Tennessee Promise. Once Pell, TELS, and TSAA have been applied, scholarship funds covering the remaining costs of tuition and mandatory fees will be sent directly to institutions for students who have met all eligibility requirements.



COMPLETING THE TENNESSEE PROMISE APPLICATION

1. Visit www.tnpromise.gov and click the “Apply Now” button.
2. You’ll be taken to the Tennessee Student Assistance Corporation Student Portal. Click the “Create a Log In” button. (If you already have a TSAC Student Portal account, log in and skip to step 5.)
3. Create your account by filling out all of the required fields. Then click the “Create My Account” button.
4. Once you’ve created your account, **log in to your TSAC Student Portal account.**
5. On the TSAC Student Portal homepage, click on the green “Apply for Scholarships” button at the top left of the page.
6. Click on the “Tennessee Promise Scholarship Award” link to begin the application.
7. Follow the prompts and to **fill out the Tennessee Promise Scholarship application.** Click “Submit” when you are finished.
8. When you complete the application, you’ll get a confirmation screen. **Only when you get the confirmation screen will your Tennessee Promise application be complete.**

Information you’ll need for the Tennessee Promise application:

- | | |
|--|--|
| <input type="checkbox"/> Full name: _____ | <input type="checkbox"/> High school name: _____ |
| <input type="checkbox"/> Social Security Number (SSN): _____ | <input type="checkbox"/> Graduation date: _____ |
| <input type="checkbox"/> Full home address: _____ | <input type="checkbox"/> Tennessee Promise-eligible school you’re interested in attending: _____
(NOTE: You must also fill out an application to that institution.) |
| <input type="checkbox"/> County: _____ | <input type="checkbox"/> TSAC Student Portal account username: _____ |
| <input type="checkbox"/> Home phone number: _____ | <input type="checkbox"/> TSAC Student Portal account password: _____ |
| <input type="checkbox"/> Cell phone number: _____ | |
| <input type="checkbox"/> Date of birth: _____ | |
| <input type="checkbox"/> Email address: _____ | |

TENNESSEE PROMISE INSTITUTIONS

TENNESSEE COMMUNITY COLLEGES

Chattanooga State Community College
Chattanooga, TN
www.chattanoogastate.edu

Cleveland State Community College
Cleveland, TN
www.clevelandstatecc.edu

Columbia State Community College
Columbia, TN
www.columbiastate.edu

Dyersburg State Community College
Dyersburg, TN
www.dscc.edu

Jackson State Community College
Jackson, TN
www.jscc.edu

Motlow State Community College
Tullahoma, TN
www.mscc.edu

Nashville State Community College
Nashville, TN
www.nsc.edu

Northeast State Community College
Blountville, TN
www.northeaststate.edu

Pellissippi State Community College
Knoxville, TN
www.pstcc.edu

Roane State Community College
Harriman, TN
www.roanestate.edu

Southwest Tennessee Community College
Memphis, TN
www.southwest.tn.edu

Volunteer State Community College
Gallatin, TN
www.volstate.edu

Walters State Community College
Morristown, TN
www.ws.edu

PUBLIC UNIVERSITIES WITH ELIGIBLE TWO-YEAR PROGRAMS*

Austin Peay State University
Clarksville, TN
www.apsu.edu

- Chemical Engineering Technology
- Engineering Technology
- Liberal Arts
- Management Technology

Tennessee State University
Nashville, TN
www.tnstate.edu

- Dental Hygiene
- Nursing

*These institutions have two-year programs which are eligible for Tennessee Promise. Four-year programs at these institutions are not eligible. Programs are current as of July 2015.

TENNESSEE PROMISE INSTITUTIONS

TENNESSEE COLLEGES OF APPLIED TECHNOLOGY (TCATs)

Tennessee College of Applied Technology- Athens

Athens, TN

www.tcatathens.edu

Tennessee College of Applied Technology- Chattanooga

Chattanooga, TN

www.chattanoogastate.edu/tcat

Tennessee College of Applied Technology- Covington

Covington, TN

www.tcatcovington.edu

Tennessee College of Applied Technology- Crossville

Crossville, TN

www.tcatcrossville.edu

Tennessee College of Applied Technology- Crump

Crump, TN

www.tcatcrump.edu

Tennessee College of Applied Technology- Dickson

Dickson, TN

www.tcatdickson.edu

Tennessee College of Applied Technology- Elizabethton

Elizabethton, TN

www.tcatelizabethton.edu

Tennessee College of Applied Technology- Harriman

Harriman, TN

www.tcatharriman.edu

Tennessee College of Applied Technology- Hartsville

Hartsville, TN

www.tcathartsville.edu

Tennessee College of Applied Technology- Hohenwald

Hohenwald, TN

www.tcathohenwald.edu

Tennessee College of Applied Technology- Jacksboro

Jacksboro, TN

www.tcatjacksboro.edu

Tennessee College of Applied Technology- Jackson

Jackson, TN

www.tcatjackson.edu

Tennessee College of Applied Technology- Knoxville

Knoxville, TN

www.tcatknoxville.edu

Tennessee College of Applied Technology- Livingston

Livingston, TN

www.tcatlivingston.edu

Tennessee College of Applied Technology- McKenzie

McKenzie, TN

www.tcatmckenzie.edu

Tennessee College of Applied Technology- McMinnville

McMinnville, TN

www.tcatmcminnville.edu

Tennessee College of Applied Technology- Memphis

Memphis, TN

www.tcatmemphis.edu

Tennessee College of Applied Technology- Morristown

Morristown, TN

www.tcatmorristown.edu

Tennessee College of Applied Technology- Murfreesboro

Murfreesboro, TN

www.tcatmurfreesboro.edu

Tennessee College of Applied Technology- Nashville

Nashville, TN

www.tcatnashville.edu

Tennessee College of Applied Technology- Newbern

Newbern, TN

www.tcatnewbern.edu

Tennessee College of Applied Technology- Oneida/Huntsville

Huntsville, TN

www.tcatoneida.edu

Tennessee College of Applied Technology- Paris

Paris, TN

www.tcatparis.edu

Tennessee College of Applied Technology- Pulaski

Pulaski, TN

www.tcatpulaski.edu

Tennessee College of Applied Technology- Ripley

Ripley, TN

www.tcatripley.edu

Tennessee College of Applied Technology- Shelbyville

Shelbyville, TN

www.tcatshelbyville.edu

Tennessee College of Applied Technology- Whiteville

Whiteville, TN

www.tcatwhiteville.edu

TENNESSEE PROMISE INSTITUTIONS

PRIVATE COLLEGES WITH ELIGIBLE TWO-YEAR PROGRAMS*

Aquinas College

Nashville, TN

www.aquinascollege.edu

- Liberal Arts
- Nursing

Baptist College of Health Sciences

Memphis, TN

www.bchs.edu

- Pre-Health Studies

Bethel University

McKenzie, TN

www.bethelu.edu

- General Studies
-

Bryan College

Dayton, TN

www.bryan.edu

- Business Administration
- Liberal Arts

Carson-Newman University

Jefferson City, TN

www.cn.edu

- Liberal Arts

Christian Brothers University

Memphis, TN

www.cbu.edu

- Business Studies
- General Studies
- Psychology

Cumberland University

Lebanon, TN

www.cumberland.edu

- General Studies
- Business
- Criminal Justice
- Education

Hiwassee College

Madisonville, TN

www.hiwassee.edu

- Agri-Business Technology
- Allied Health
- Business
- Dental Hygiene
- Education
- Forestry Technology
- Liberal Arts
- Music
- Science

John A. Gupton College

Nashville, TN

www.guptoncollege.edu

- Funeral Services

Johnson University

Knoxville, TN

www.johnsonu.edu

- Biblical Studies
- Intercultural Studies

Lane College

Jackson, TN

www.lanecollege.edu

- Communications
- General Business
- Religion
- Sociology

LeMoyne-Owen College

Memphis, TN

www.loc.edu

- General Studies (A.A.)
- General Studies (A.S.)

Lincoln Memorial University

Harrogate, TN

www.lmunet.edu

- Nursing
- Veterinary Medical Technology
- Veterinary Health Sciences

Martin Methodist College

Pulaski, TN

www.martinmethodist.edu

- General Studies

South College

Knoxville, TN

www.southcollegetn.edu

- Accounting
- Business Administration
- Criminal Justice
- Medical Assisting
- Network Administration and Security
- Health Science
- Paralegal Studies
- Pharmacy Technician
- Physical Therapy
- Teaching

Southern Adventist University

Collegedale, TN

www.southern.edu

- Accounting
- Auto Service
- Business Administration
- Construction Management
- Culinary Arts
- Engineering Studies
- General Studies
- Graphic Design
- Media Technology
- Nursing
- Personal Selling
- Pre-Dental Hygiene
- Pre-Nutrition & Diabetes
- Pre-Physical Therapy
- Pre-Speech Language Pathology & Audiology
- Religion

Trevecca Nazarene University

Nashville, TN

www.trevecca.edu

- Business Administration
- Christian Ministry
- General Studies
- Information Technology
- Mathematics
- Praise & Worship
- Professional Communication

Tusculum College

Greenville, TN

www.tusculum.edu

- General Studies

Welch College

Nashville, TN

www.welch.edu

- General Studies
- Biology: Pre-Nursing
- Business
- Ministry
- Early Childhood

*These institutions offer two-year programs which are eligible for Tennessee Promise during the 2017-2018 academic year. Students must be admitted to the associate degree program before they can participate in Tennessee Promise. Four-year programs at these institutions are not eligible.

Programs are current as of April 2016. Please visit www.TNPromise.gov for the most current list.

College App Week Sample Timelines

Just for Seniors

Monday

- Application Prep. Help student prepare to successfully complete their applications. Remind them of the information they need to collect to fill out their application later in the week. A checklist with items like ACT score and application fee is helpful.

Tuesday

- College Fair. Give students the opportunity to learn more about local schools and have their application questions answered by admissions counselors.

Wednesday

- Personal Statement Workshop. Consider partnering with English teachers at your school and provide helpful tips and ideas for writing a personal statement
- Personal Statements can be uploaded and saved at CollegeforTN.org

Thursday

- College Application Workshops. Encourage all seniors to complete at least one college application today.

Friday

- College Pep Rally. Celebrate the hard work of your seniors as they've completed their applications and build excitement among the underclassmen.

College App Week Sample Timelines

High School

Monday

- College Application Night. Invite students and parents to a college information night and have their questions answered by school counselors and local college representatives.
- Experience and Activity Profile. Students can begin a record of their activities in their CollegeforTN.org profile

Tuesday

- College Fair. Invite college admissions representatives to your school to help students learn more about their institutions

Wednesday

- College Door Decorating Contest. Encourage homerooms to decorate their doors in a college theme.

Thursday

- College Panel. Invite guest speakers to come talk about their college experiences and how it led them to their current careers
- Encourage students to make notes about any colleges they are interested in at CollegeforTN.org in their portfolio

Friday

- College Pep Rally. Celebrate the hard work of your seniors as they've completed their applications and build excitement among the underclassmen.
- College Colors Day. Encourage students, faculty and staff to wear college t-shirts.



McNairy High School got into the door decoration spirit during 2015 College App Week.

College App Week Sample Timelines

Middle School

Monday

- CollegeforTN.org Introduction. Have students make CollegeforTN.org account and begin exploring the resource.

Tuesday

- College Door Decorating Contest. Encourage homerooms to decorate their doors in a college theme.

Wednesday

- Interest Surveys. Students can explore their interests using activities like the Interest Profile and Personality Inventory.

Thursday

- Career Exploration. Have students use CollegeforTN.org career search tools to find three careers they might be interested in. Students can then connect these careers to their student portfolio and research which schools offer degrees for those career fields.

Friday

- College Gear Day. Encourage teachers and staff to wear apparel from their alma mater. Students can wear apparel from their favorite postsecondary institution.



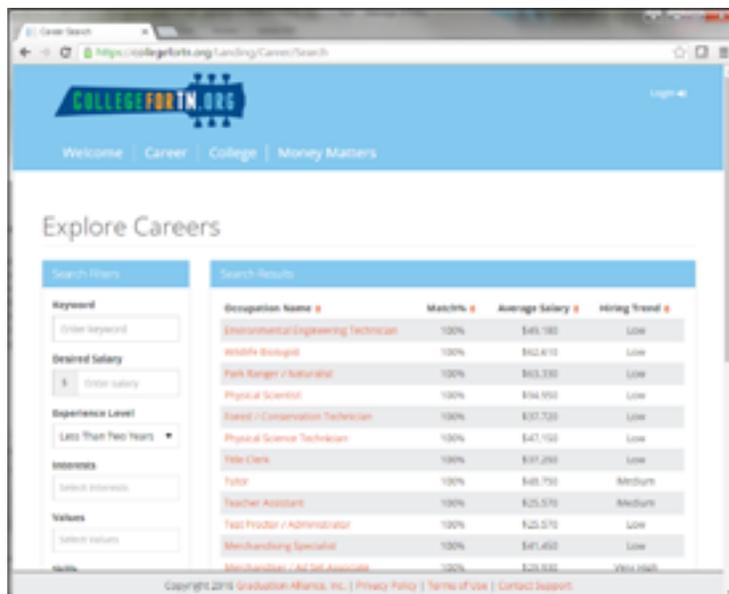
College App Week decorations at Johnson City High School (left) and Mountain City Elementary School (right).

CollegeforTN.org Career and College Tools

College App Week provides a great opportunity for you to incorporate CollegeforTN.org's college and career resources into the classroom for middle and high school students at every grade level. Here is a quick guide on how to access these tools on the new CollegeforTN.org.

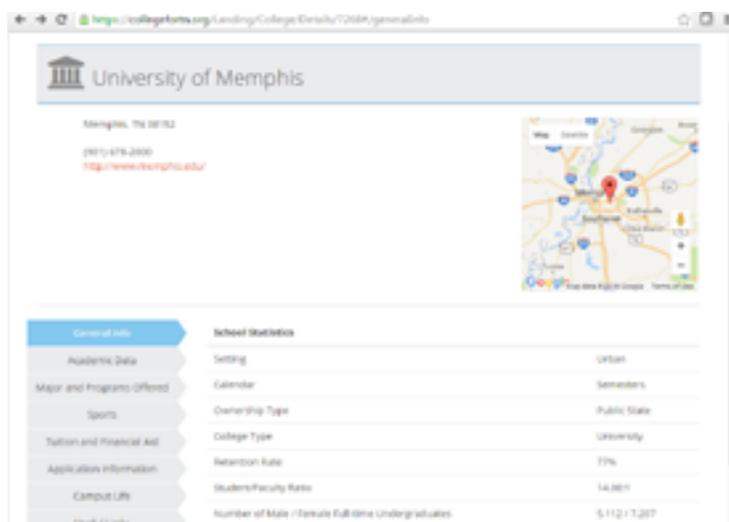
Career Exploration:

- Visit www.CollegeforTN.org
- Click on the word **Career** below the CollegeforTN.org logo
- Click the box that labeled **Search** under the phrase **Find A Career!**
- Filter your search by desired salary, interests, values, skills, education level, or career cluster and pathway. Students who log in and complete the student inventories can link their inventory results to their career search.



College Exploration:

- Visit www.CollegeforTN.org
- Click on the word **College** below the CollegeforTN.org logo
- Click the box that labeled **Search** under the phrase **Find A College!**
- The default search for all students includes all Tennessee public and private institutions. Filter your search by Name and Location, Academics, Size and Environment, Sports and Campus Life, Cost and Majors.
- If you click on the name of a college, you will visit that college's page which includes the college's address, a map of where the campus is located, and a variety of statistics regarding enrollment, admissions and financial aid. Students who log in with their CollegeforTN.org account can save colleges to their portfolio. Above is the page for University of Memphis.



Career Town and Kid Search

Elementary School Resources

College App Week is a great time to talk to elementary age students about colleges and careers. CollegeforTN.org is excited to share two new resources for elementary students, career town and kid search.

Career Town

- Career Town features interactive career exploration games for students in kindergarten through 5th grade. Students learn about occupations in a fun and friendly environment.
- Level 1 is the easiest and aimed towards Pre-K and kindergarten students
- Level 2 is best for students in grades 1-3
- Level 3 is most advanced and features STEM-based games for students in grades 4 and 5

Kids Search

- Kid Search provides students and educators numerous worksheet based activities that supplement the online games.
- Students can search by subject area, interests, career clusters, or data, people, and things.
- Occupation profiles explain what they do, provide fast facts, additional reading, and additional kid-friendly resources.

To Access Career Town and Kids Search

1. Go to www.CollegeforTN.org
2. Hover over the “Student” option and click on “Elementary School”
3. Begin your search and have fun!

Please contact Ilisa.davies@tn.gov for more information or to request an in-person training on CollegeforTN.org.

Section 5:

Student Resources

The Student Resources section includes technical guidance on how to guide students through College App Week. Key information in this section includes a copy of a sample college application and a helpful student handout detailing next steps once a student has successfully completed and submitted his/her college application(s).

IN THIS SECTION

- [Answers to Student FAQs](#)
- [Student Handout: Preparing for College App Week](#)
- [Student Handout: Now That I've Applied, What's Next?](#)
- [Student Handout: Parts of a College Application](#)

Answers to Student FAQs

Students will have a lot of questions about the college application process, especially if they are a first-generation college student. Listed here are the answers to some common questions about online applications.

How do I submit my essay?

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

How do I submit official transcripts?

Most colleges and universities require applicants to submit a transcript, including their senior year schedule. Please develop a process that will allow your students to notify you of the colleges to which they would like you to send their official transcripts.

How do I submit official test scores?

If you have already taken the ACT or SAT and aren't sure if you sent your scores to your colleges of choice, you can contact both testing organizations (ACT or the College Board) about having your test score sent to additional colleges. Both organizations allow you to do this either on the web, over the phone, or by mail. Typically, fees will be involved with sending these test scores. To be sure if a college has received your test scores, call the admissions office at the school.

Is my information confidential?

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



Preparing for College App Week: Instruction Sheet

Research Your College Options

Check out colleges and universities on the College Search feature at www.CollegeforTN.org. There, you can gather detailed information about a variety of colleges and universities.

Research Application Deadlines

While you are researching colleges, find out what deadlines, if any, campuses have for applications. 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 what the application schedule is.

Some colleges also have different deadlines for different types of applications. Most schools will have a traditional application deadline, during which most of their applications are received. At some colleges, you can apply early (typically before December 1) as part of the “Early Decision” deadline, which will mean that if you are accepted at that school, you’ve committed to attending. “Early Action” deadlines typically come a few weeks after early decision deadlines and the applications aren’t binding. If a school offers early action applications, that school will respond to your application early, but you’re not committed to attend or make an earlier choice than you would with a traditional application.

Prepare for Application Fees

Most colleges require an application fee when you submit an online application. 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. If you think you may be eligible for an application fee waiver, contact your high school counselor.

Prepare Essay(s) and /or Personal Statement(s)

What if you are required to submit an admission essay or personal statement? Bring your essay(s) with you preloaded on a jump drive so that you can easily copy your essay 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.



Parts of a College Application

It is **your** responsibility to make sure that all of your college applications and all supporting materials are sent to the colleges to which you wish to apply. Your high school is responsible for sending the transcript and secondary school report (if required). **BUT** you, the student, are responsible for following your school's policy for requesting transcripts and letters of recommendations. Know what you are expected to do!

This list includes many items that are commonly requested as part of a college application. However, students should **ALWAYS** confirm the requirements for each school.

WHAT IS OFTEN INCLUDED IN A COLLEGE APPLICATION?

1. Official Transcript: Your transcript is the record of all the courses you have taken for high school credit, your grades, and credits earned. Other information that might be included: GPA, class rank, standardized test scores, courses in progress. This is normally sent directly from your high school to the college.

2. Standardized Test Scores: ACT or SAT scores. Most colleges require that your scores be sent directly from the College Board or ACT.

3. The Application Form: You are responsible for requesting an application form, completing it, and submitting it by the college deadline (by mail or online). Many colleges accept The Common Application. No matter what school or what application, these will be important components:

- Personal and educational data (e.g., name, address, phone number, e-mail, citizenship and residency information, high schools you have attended, college credits you have earned, parental information, senior year schedule, standardized test scores)
- Honors and awards
- Extracurricular, personal, and volunteer activities
- Employment, internships, and summer activities (some colleges allow you to submit a resume in addition to the activity section of their application)
- Essays, both short answer and a longer personal essay
- Disciplinary information
- Application fee (many colleges will accept fee waivers—ask a counselor)
- Signature
- For certain majors, you may be required to audition or submit a portfolio of artistic work.

4. Secondary School Report Form or Counselor Recommendation Form: This is not required by all colleges but, if it is required, you are responsible for submitting this form to the college.

5. Mid-Year Report Form: This form is not required by all colleges, but if it is required, it will be submitted by your high school; however, you must request that it be sent. The purpose of the form is for the college to see your grades from the first term of your senior year.

6. Teacher Recommendation Form: This form is not required by all colleges; however, if it is required, you are responsible for asking a teacher to complete it and giving that teacher all the necessary information. Look over this form and imagine what one of your teachers would say about you. Colleges are not only looking for teachers from courses where you did well, but from teachers who know you well and can talk about your work ethic, inquisitive nature, and motivation to learn. If you're nervous about asking a teacher to write a recommendation, ask your counselor about how to talk to your teachers about recommendations.



Now That I've Applied, What's Next?

Congratulations! You are one step closer to college! You have finished a big step, but you still have a few more things to consider before you complete the college application process.

How do I pay for application fees?

You may be required to pay an application fee for some college applications or you may qualify for a fee waiver to cover the cost of application fees. For further information on fee waivers, speak directly with your school counselor. If you are required to pay, here are a few payment options:

CHECK Once you have submitted your online application, you can send a check in the mail to that school. Be sure to include a copy of your confirmation page with your payment.

CREDIT CARD You can pay with a credit card online. Check to see what cards each school accepts (e.g., Visa, MasterCard, American Express, Discover). If you decide to pay with a credit card, the following information is required:

- Type of card
- Credit card number
- Expiration date
- Name as it appears on the card
- Security code (the three- or four-digit number on the back of the card)

What about additional information?

Depending on the school, you may be required to submit additional information to complete the application process. They may ask you to submit essays, test scores, and/or transcripts. It is best to find out the application requirements for each school you plan to apply to prior to completing the online application. Do not delay submission of those documents. The sooner you submit them, the sooner you receive a response from the school.

How do I confirm submission of my application?

Once you have completed and submitted your application, you will often be directed to a confirmation page. Make sure you print this page for your records, and some schools may require you to submit a signed copy to complete the application process.

When will I hear from the schools?

The schools' admissions offices should contact you through e-mail or by letter once you have submitted all the requirements for the application process. If you do not hear from them within one to two weeks, contact the admissions offices of the schools you applied to and follow up on your application status.

I've applied. Now how do I pay for college?

Worried about paying for college? There are plenty of resources out there to help you make it happen. To learn more about financial aid options that could work for you, visit www.CollegeforTN.org. In order to receive any form of financial aid, you will need to complete and submit a Free Application for Federal Student Aid (FAFSA) form. You may be eligible for additional aid, so it's a good idea to complete your application form early.



Educator and Counselor FAQs

This year marks the ninth annual College Application Week for the state of Tennessee. Below you'll find answers to frequently asked questions we've received from college access professionals.

Is it free for students to apply to Tennessee colleges during College App Week? What can I do to help students pay for application fees?

While some applications are available at no cost to students, often there is an application fee for each applicant, even during College App Week.

The best way to help students with application fees is to be proactive and understand where students are seeking to apply. Colleges across the state are aware of College App Week and are receptive to your questions, but are often overwhelmed by general requests for fee waivers. When reaching out to a college or university, be sure to have on hand the names and the number of students for whom you're requesting a fee waiver.

How should I engage local colleges?

During the busy college application season, local colleges are excited to partner with you but need you to reach out well in advance to ensure their staff is available to help. We recommend contacting the admissions or financial aid offices with a specific request for how they can bring expertise to College App Week. For example, you could request that a professional come to the school to discuss financial aid options or set up a table at a college fair. Also feel free to get creative: perhaps a local admissions officer could be the guest judge of your school decorating contest. If you're at an elementary school, be sure to ask for a visit from the college's mascot!

Where should students apply? What are some common ACT and GPA ranges?

We encourage all students to apply to schools that have programs that excite the student's curiosity for learning while also providing a learning environment that will allow the student to succeed. In addition to CollegeforTN.org's college exploration tools, we're also including the following chart based on CollegeforTN.org data that provides a high level look at GPA and ACT averages for schools public colleges. This tool is not meant to discourage students whose scores fall slightly outside of these ranges. Instead, we hope that you will use these statistics to better advise students. During College App Week, we also strongly recommend that all students complete the Tennessee Promise application.

Institution	GPA	ACT
Austin Peay State University	3.2	19-24
East TN State University	3.3	19-25
Middle TN State University	3.35	19-24
TN State University	2.85	16-20
Tennessee Tech University	3.5	20-26
The University of Memphis	3.36	20-27
The University of Tennessee-Chattanooga	3.4	21-25
The University of Tennessee-Knoxville	3.85	24-29
The University of Tennessee-Martin	3.44	20-25

Section 6:

College App Week Best Practices

College App Week 2016 will be Tennessee's ninth annual event. Schools that have participated in the past five College App Weeks have come up with a number of successful ideas to promote a college-going culture in their high schools during the event. From a college-themed tailgate to a school-wide door decorating contest, counselors and teachers across the state have shared their favorite ideas for College App Week.

IN THIS SECTION

- [Best Practices from past College App Weeks](#)
- [Sample Invitation: Tailgate Party](#)
- [Fairy Tale Characters go to College](#)
- [College Application Checklist](#)
- [College App Week Handout from Oasis College Connection](#)

College App Week Best Practices

Combining College App Week Ideas

From Brighton High School in Brighton (Tipton County)

We had students sign up for TN Promise while they were applying for colleges. The administrators had a competition to see who could decorate their office with the most college spirit. All students wore their favorite college attire one day.



Colorific College Run

McNairy Central High School (McNairy County)

In partnership with GEAR UP TN, McNairy Central High School hosted an event called the “Colorific College Run” to kick off College App Week in the community. The event included food, door prizes and a fun run where volunteers through packets of color powder as runner ran past their station.

Bethel University (pictured left), University of Tennessee-Martin, University of Memphis, MTSU and Jackson State Community College were among the colleges who participated in the day.



Involving Local Colleges in College App Week

Fayetteville High School (Lincoln County)

Weeks ahead we called or emailed colleges and universities to let them know we were participating in C.A.W. and asked that they schedule a lunchroom visit during the week. If they were not able to make it, they sent materials and/or ‘swag’ for giveaways. We had at least one and up to four representatives here each day of the week. Another perk was that most all of the reps waived the application fee if the senior completed the application during their visit.

College Cookies, “The Great Sorting Game”, and Signing a College Banner

Haywood High School in Brownsville (Haywood County)

“I set up a GEAR UP table during our homecoming tailgate party to promote college apps and the TN Promise. Lots of students and many families stopped by to get more information. The college cookies I had made for the event certainly helped to get people to drop by the table. Teachers also played “The Great Sorting” game in front of the student body to demonstrate the different qualities that college admissions look at when deciding.”

Haywood High School also set up an “I’m Going to College” banner in the cafeteria that students could sign during lunch and was hung up in the cafeteria for students to see during the rest of the school year.



Students sign the College App Week banner at Haywood High School

College App Week Best Practices



College App Week Tailgate at Milan High School

College App Week Tailgate

From Milan High School in Milan (Gibson County)

Milan High School hosted a “College App Week Tailgate Party” for seniors during College App Week in Gibson County. School counselor Carol Parkins organized the tailgate and encouraged seniors to wear shirts with college logos and talk about their plans for college at the event.

Milan High School gave away prizes (many donated from local colleges) to students who had applied to college and students who had created accounts on CollegeforTN.org.

Door Decorating Contest

From Bradley Central High School in Cleveland (Bradley County)

Bradley Central High School encouraged all teachers in the school to participate in a door decorating contest leading up to College App Week. Teachers were asked to decorate their door with the theme of their alma mater or of a local college and each door had to include information on how to apply to that particular college (such as a link to a website).

Teachers included their homeroom students in the door decorating. During College App Week, school counselors determined the winning doors and the associated homeroom classes were rewarded with a pizza party.



Doors from Bradley Central High School's door decorating contest

Evening Sessions and Local Web Resources

From Montgomery Central High School in Cunningham (Montgomery County)

“We had two evenings scheduled into our library which has 35 student computers. We had three counselors and National Honor Society students that had already completed online college applications present to work with students and parents.

We also have a web site with links to many college search sites, scholarships, etc... that we briefly reviewed with parents and students. The web site is: <http://montgomerycentral.weebly.com>”

College App Week Best Practices

College Pennants and A Full Week of Programming

From McEwen High School in McEwen (Humphreys County)

“We had teachers decorate pennants for their doors that showed their favorite schools or the schools from which they graduated. We also issued these same pennants to be decorated to the seniors who completed college applications. Seniors received a pennant for each school they applied to and they then placed it or them on the outside of their locker. The students seemed to really enjoy that and it made them proud to display their choices.

We also had guest speakers on college related topics for our juniors and seniors and did advisory lessons for all grades to include our entire student body in this process. We had daily announcements with application tips and facts on why going to college is important. The school also bought 3 gift cards that the students were entered to win for every college application they completed. We held the drawing on Friday of College App week, which was a great way to end our week.”

“Look at WHOOO Applied” Bulletin Board

Middle College at Austin Peay State University in Clarksville (Montgomery County)

“Our favorite activity was the Bulletin Board we completed with the names and pictures of students and where they had applied to college. We used an owl theme of ‘Look at WHOOO applied to college.’

Students and teachers have really enjoyed seeing where other students have applied. We’ve even heard other students comment about how many more options the student who applied to five schools will have in comparison the one who only applied to one or two.”



Bulletin Board from Middle College at APSU

College Map for Tennessee and Beyond

From Clinton High School in Clinton (Anderson County)

- “Throughout the year, we collect college things (from meetings, college fairs, etc.) and give them away to the first students who apply during College App Week (hats, banners, cups, mugs, lanyards, teeshirts, etc.).
- We have an ‘I applied to...’ bulletin board in the counseling office. All seniors sign when they’ve applied and requested a transcript.
- We have another bulletin board with a map of the US and Tennessee listing where our faculty/staff went to college. (Most went to UTK so they got their own big “T”!) The kids and staff found it interesting to see where everyone went to school.”



College Map at Clinton High School

College App Week Best Practices

Support Students as They Track Their Progress

Cumberland Gap High School (Claiborne County)

At Cumberland Gap High School students self-select to monitor their milestones as they progress through the college-going process. As students completed college application milestones like completing an application and requesting a transcript, they earned gold stars on their board. This was a great way to encourage friendly competition among peers who thrive off of that type of motivation.



College App Week Activity Worksheets

From the Oasis Center in Nashville (Davidson County)

The Oasis Center's College Connection program hosts College App Week events with its students to help them prepare and submit applications, often supplementing programs held at students' schools during the week. The Oasis Center uses the activity sheet handout to help students write down and plan out their own college application plan. (See page 59 for a copy of the handout.)

College Application Checklists

Camden Central High School (Benton County)

I use a brightly colored checklist for the students so that they can take the checklist home and talk with parents, especially if they didn't finish the list of To Do's.

College App Week Activities at Elementary School

Cane Ridge Elementary School (Davidson County)

We made a college grad wall with pictures of our teachers in elementary school titled "Back When We Were College Grads." Pictures were accompanied by what colleges each teacher attended. Students, parents, and faculty enjoyed this. We also had multiple local colleges bring out a ton of material for displays in the main lobby. We did virtual college tours on the computer and discussed majors as how they relate to what career you want to do.

Guest Speakers at Middle School

Norris Middle School (Anderson County)

One afternoon, we had guests from the community come out and speak to our 8th grade students about how their college education helped them prepare for their career. Occupations represented included - Materials scientist, chiropractor, TWRA officer, police officer, media specialist, public school administrator, business manager of IBEW union, real estate broker, EMS manager, veterinarian, to name a few.

College App Week Best Practices

College Themed Parking Spaces and Principal Parking

Cumberland Gap High School and Bearden High School

Think outside of box or outside of school about college spirit! At Cumberland Gap High Schools students teamed up in groups of four to decorate their parking spots. They used sidewalk chalk to illustrate a college were applying to.

At Bearden High School, students who participated in a Path to College event were entered into a drawing to park in the Principal's parking spot.



Pairing College App Week with Governor's School Application Night

From South Pittsburg High School in South Pittsburg (Marion County)

“We had a college and scholarship application night paired with Governor's Schools application help. This way we focused on college activities for students in grades 10 through 12. We set up laptop computers in the cafeteria, provided refreshments and allowed students and parents to attend from 3:00 pm - 8:00 pm to work on college applications and scholarship applications with assistance from the school counselor and our parent involvement coordinator. We had almost 60% of our seniors participate in this event.

We also had our local Navy recruiter spend a day at the school and speak in multiple classrooms. He focused on academic opportunities provided through military service, such as NROTC Scholarships, engineering opportunities, reserves vs. active duty, and the military academies. He spoke in our Project Lead the Way pre-engineering classes, chemistry classes, and senior English classes.”

College App Week Best Practices

Smile for the Camera: College App Week Photo Opps

Cumberland Gap and Bearden High School

Set up a camera (or person with a camera phone) in front of a college-themed background or you're your Path to College Wall Cling. Then fill the photo booth with college pennants and swag from the students your students are applying to.

Next, cue the awesome photos of college-bound students! We loved seeing pictures from Cumberland Gap High School and Bearden High School!



“I Applied” Posters

From Cornersville High School in Cornersville (Marshall County)

“We adapted the College App Week sign-in sheet to poster size with a sub-heading of ‘I Applied!’ and had all students who applied to college/tech schools sign in permanent marker. The poster is on display in our high-school hallway as incentive and to promote post-secondary pursuits!”

County Mayor’s “No Excuses” Tour

From Milan High School in Milan (Gibson County)

“Our county mayor and workforce development committee in Gibson County created a “No Excuses Tour” where Mayor Witherspoon visited every high school in Gibson County and talked about all the higher education opportunities in and around our area.”

At right: Gibson County Mayor Tom Witherspoon speaks at Milan High School during his “No Excuses” tour.



College App Week Best Practices

Letter to District Principals and Teachers

Union County Public Schools (Union County)

Union County Public Schools Director of 7-12 Instruction sent the following email to all principals in the school district. The letter can also be adapted for teachers:

Principals,

As I mentioned in last week's principal's meeting, College App Week is September 26-30. There will of course be activities surrounding high school seniors, but we want to begin a college-going culture throughout the elementary, middle and high school campuses.

That is why we are asking all teachers, on September 28, to use 5-10 minutes to share their educational background by talking about what college they attended, who helped them get there or inspired them to go, and any other college-going experiences that students would benefit from hearing.

Also, faculty and staff members are encouraged to do such things as: bring a photograph of them wearing their cap and gown to display; wear something of their alma mater; go to your college's website using your computer to show them what it looks like; make a flyer to post with their educational background; or create a bulletin board displaying things from their alma mater.

I'm sure that teachers of younger grades may have to explain to their class what college is, but this is a great opportunity to start the college-going message. "I went to college, you can too!" or "The road to college begins today."

Remember – You may be the only person they know that graduated or even went to college!

Thanks in advance for your help!

College App Week Best Practices

Sample Invitation: Tailgate Party

Milan High School (Gibson County)

If you're looking to replicate Milan High School's successful tailgate party, here is the invitation they use for the event.

Congratulations! You Applied to College!

Let's Celebrate!

You Are Cordially Invited

To a Tailgate Party

On Friday, September 30th

Celebrating College App Week

Come Enjoy BBQ

And Wear Your College Colors

Time: 12:00 noon

Location: YOUR SCHOOL



Sponsored by (reach out to local business who may be willing to donate snacks for your student event)

College App Week Best Practices

Fairy Tale Characters go to College

Unicoi High School (Unicoi County)

Put students' creativity to work the way Unicoi High School did with a performance that's all their own. This is a great way to collaborate with English teachers and drama teachers or club leaders, and a way to showcase student talents in a whole new way.

Students created two monologues per fairy tale character (i.e. The Little Mermaid, Cinderella, Mulan. Monologue #1 discussed how the character wants more from their life or the character reveals a life-long dream. Monologue #2 focuses on how the character uses education / earning a college degree to live a better life or make their dream come true. For the detailed lesson plan, visit www.gearuptn/pathtocollege

Sample Monologues:

Sleeping Beauty

Mono. #1:

After defeating the evil queen, my prince and I ruled our kingdom together peacefully, but after a few years I knew there was something missing from my life. I wanted to do something I could be passionate about every single day. I wanted to help the people in my kingdom in some way.

Mono. #2:

After thinking about what I really wanted to do with my life, I decided to go to East Tennessee State University and study to be an anesthesiologist. Now I can make sure my patients are "sleeping beautifully" during their medical procedures.

Beauty/Belle

Mono. #1:

Now that my beast has transformed into a prince, I find myself with a lot of free time on my hands. I have read every book in library and need to find a way to put my knowledge and life experience to good use...

Mono. #2:

I attended King College in Bristol, TN and earned a bachelor's degree in English Literature with a focus in creative writing. Now I am helping woman all over the world by sharing my relationship secrets. My book-From Beast to Boyfriend in Less Than 30 Days, is on the bestsellers list to this day....

College App Week Best Practices

College Application Checklist

via CollegeBoard.org

This is another way to help students understand the different parts and processes of applying to college. Please visit www.collegeboard.org to download this checklist.

College Application Checklist



FOR JUNIORS
AND SENIORS

Having a list of important tasks to complete for each college application will make the application process go smoothly and help you meet deadlines.

PLAN

To fill in all the blanks on the application form itself, you may have to dig up documents or get answers from your parents or guardians. Most students use online applications, but paper applications are usually available too. There are also services that let you complete one application online and submit it to several colleges like the Coalition Application, Common Application, and Universal College Application.

	College 1	College 2	College 3	College 4
Get information/application forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a note about regular application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a note about early application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

GRADES

The record of the classes you've taken and your grades are important parts of your application. Your high school should send your transcript, along with a school profile, directly to the colleges to which you are applying. Ask your school counselor or principal how to arrange for this. And be sure to check the transcript for errors before it's sent.

	College 1	College 2	College 3	College 4
Request high school transcript sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request midyear grade reports sent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

College App Week Worksheet

