

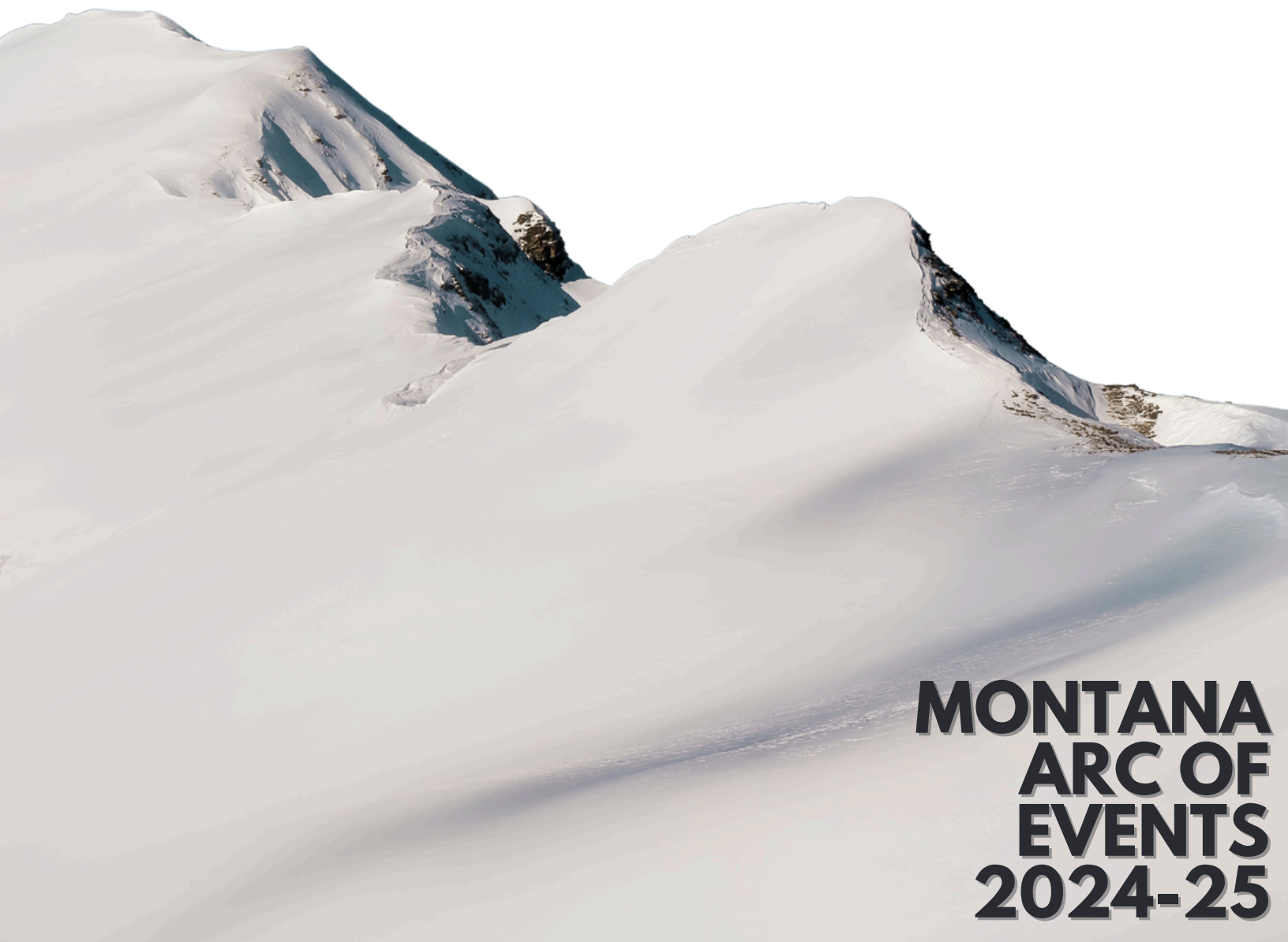


APPLY AID ACT

WORKING TO ENSURE ALL MONTANA STUDENTS HAVE AN EQUAL OPPORTUNITY TO ATTEND AND SUCCEED IN COLLEGE

COLLEGE APPLICATION WEEKS
SEPTEMBER 30 - OCTOBER 11

SITE COORDINATOR
TOOLKIT



MONTANA
ARC OF
EVENTS
2024-25



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**COLLEGE APPLICATION WEEKS
SEPTEMBER 30 - OCTOBER 11**

CAW OVERVIEW

MAKING COLLEGE ACCESSIBLE TO ALL

Montana College Application Weeks (CAW) offer students dedicated time and space during the school day to complete college applications with the assistance of school staff and volunteers. Montana colleges and universities waive their application fees during this time. By eliminating common barriers, CAW aims to increase college application rates in Montana, especially among low-income and first-generation students. Despite using the term college, CAW should support students pursuing any formal post-secondary education; CAW can also be the time for students to apply for apprenticeships, work experience, and other non-college alternatives.

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UTILIZING APPLY MONTANA



Apply Montana



Apply Montana is the one-stop application portal for all 13 Montana University System schools and 3 community colleges in the state. Apply Montana is the most efficient way for Montana students to apply to college, but it has much to offer beyond the application...

Students, guardians, and site coordinators can access tools to refine the search for the right school and program.

What best describes you?

High School Student	+	Parents	+
Adult Learner	+	School Counselor	+

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UTILIZING APPLY
MONTANA



Find The College For You

Get Started

Find a Program

Apply Now

Contact Us

The **PROGRAM FINDER** is an excellent resource for exploring degree options.

From the homepage: applymontana.mus.edu, scroll to the bottom and select **Find a Program**.



Home > Colleges & Training > Programs and Degrees > Program Finder >

Program Finder

The Montana University System offers hundreds of unique programs which allow you flexibility to explore your interests and find programs and degrees that are suited for every kind of learner.

Use the filters in the **Program Finder** to focus results on student interests.

Montana University System
Academic Degree Program Inventory

Use filters below to search academic programs by campus, degree, major/program or concentration. Click on the catalog link to view the campus program listing in a new browser tab.

Campus
(All)

Degree Type
(All)

Degree Title
(All)

Concentration Title
(All)

Keyword Search

Reset Filters

Campus	Degree Type	Degree Title	Concentration Title	Catalog Link	No Measure Value
City College	Associate	Accounting Technology	Null	https://catalog.msbillings.edu/cc/academic...	64
		Automobile Collision Repair and Refinishing Technology	Null	https://catalog.msbillings.edu/cc/academic...	71
		Automotive Technology	Null	https://catalog.msbillings.edu/cc/academic...	71

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CAW EVENT IDEAS

MPSEOC FALL FAIRS - (Sept. 9-26) Get seniors to your local fair to meet college representatives and learn more about their options. Consider checking the list of vendors attending and promote this information to students; this is especially useful for career and out-of-state vendors about whom students may lack knowledge...

WHY APPLY DAY - (Sept. 20) Begin the conversation by gaging college interest in your student body prior to CAW. This might include addressing concerns and knowledge gaps but also celebrating student reasons for pursuing higher education. Consider gathering student responses to the question in advance and using Why Apply Day to share student answers.

COLLEGE GEAR GIVEAWAY - Contact colleges for promotional items to incentivize students to apply; see Montana college contact list below.

ALUMNI DAYS - School staff wear gear from and promote their alma maters and college experiences. This might involve a staff competition based on where they attended (great option for assemblies).

COLLEGE CONTEST - Track the number of applications from your school received by individual colleges. Connect with staff at the most popular colleges and arrange for recruiting visits and promotional item giveaways before the spring.

LOCAL MEDIA COVERAGE - Contact local media news outlets for reporting on events at your school and general information regarding CAW. Consider sharing student WHYs, events at your school, and data from the senior class. Identify students to highlight with interviews.

CURRICULAR CROSSOVER - Collaborate with teachers to incorporate college and career-related lessons into their classes. Connect teachers with college staff to provide detailed insight on college and career pathways for students after high school. Set up guest speakers and facility tours.

DESIGNATED CAW TIME - Ideally done during an advisory/ homeroom period or designated senior class event, run college application workshops in which students can receive individual staff instruction and peer support as needed. Prepare resources for students interested in alternatives to college, so all students can make productive use of this time. Recruiting community volunteers may be helpful, especially if availability of school staff is limited.

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CAW SCHOOL
ANNOUNCEMENTS

“During the first two weeks of October, you can apply to college in Montana for free. Counselors will be reaching out with opportunities to get it done.”

“Public, private, and tribal colleges in Montana waive their application fees during the beginning of October. Ask your counselor how to apply.”

“Getting a college degree or certificate doesn’t have to take four years... Ask your counselor about faster options and apply to college for free during the first two weeks of October.”

“Interested in earning a salary faster? You can get a degree in (MUS Sprint Degree major) from (college name) in (# years/months). Ask your counselor how to apply for free...”

“College Application Weeks are right around the corner; here’s why (school name) seniors are college bound: (list a few reasons anonymously).”

“College Application Weeks are coming up. Today’s college spotlight is on (staff member), who (past tense verb of their choice) at (institution) and graduated in (year). Ask them to tell you more... Go (mascot)!” *Can continue through CAW as needed.

example: ‘Today’s college spotlight is on Mr. Elwood, who chilled on the beach at North Idaho College and graduated in 2016. Ask him to tell you more... Go Cardinals!’

“These are College Application Weeks. So far, (#) (high school name) seniors have applied. The most popular schools are _____, _____, and _____.”

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CONTACTS FOR
PROMOTIONAL ITEMS

MONTANA STATE UNIVERSITY

Mike Ouert mrouert@montana.edu (406) 994-5541

Allen Yarnell Center for Student Success aycss@montana.edu (406) 994-7627

UNIVERSITY OF MONTANA

Anna Bruning anna.bruning@mso.umt.edu (406) 243-2309

MONTANA TECH

Angela Hoffman-Cooper ahoffmancooper@mtech.edu (406) 496-4567

Alex McClouskey amccloskey@mtech.edu (406) 496-4698

MSU BILLINGS

Kealy Dowd kdowd@msubillings.edu (406) 896-5910

UM WESTERN

admissions@umwestern.edu (406) 683-7731

MSU NORTHERN

admissions@msun.edu (406) 265-3704

ROCKY MOUNTAIN COLLEGE

Sean Coleman colemans@rocky.edu (406) 657-1092

UNIVERSITY OF PROVIDENCE

admissions@uprovidence.edu (406) 791-5202

CARROLL COLLEGE

Erik Rose erose@carroll.edu (406) 447-4563

DAWSON COMMUNITY COLLEGE

Dempster Jackson djackson@dawson.edu (406) 377-9400

FLATHEAD VALLEY COMMUNITY COLLEGE

Molly Parman explore@fvcc.edu (406) 756-3881

MILES COMMUNITY COLLEGE

admissions@milescc.edu (406) 874-6101

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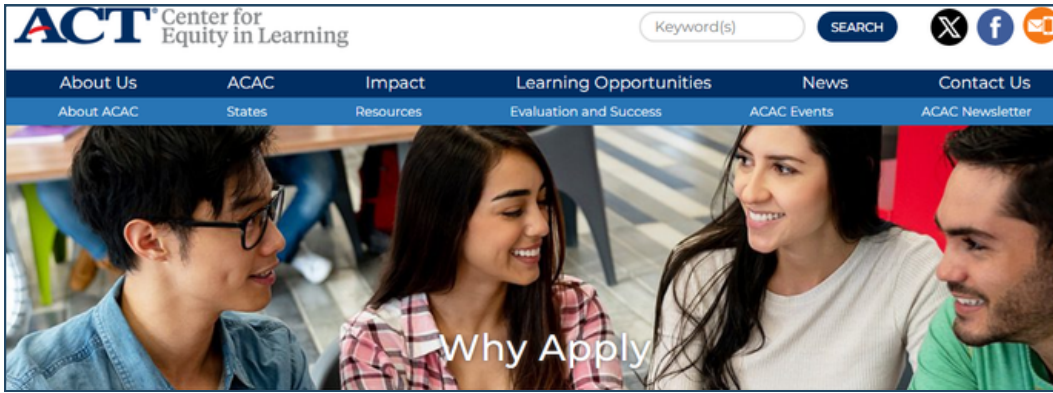
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CAW RESOURCES

Why Apply Day: equityinlearning.act.org/acac/resources/why-apply



MPSEOC Fall Fairs: montanacollegefair.com/schedule

MONTANA

FALL FAIRS SCHEDULE OF EVENTS | SEPTEMBER 2024

*Pending Safety Developments | *We will send a final schedule of events in August 2024.

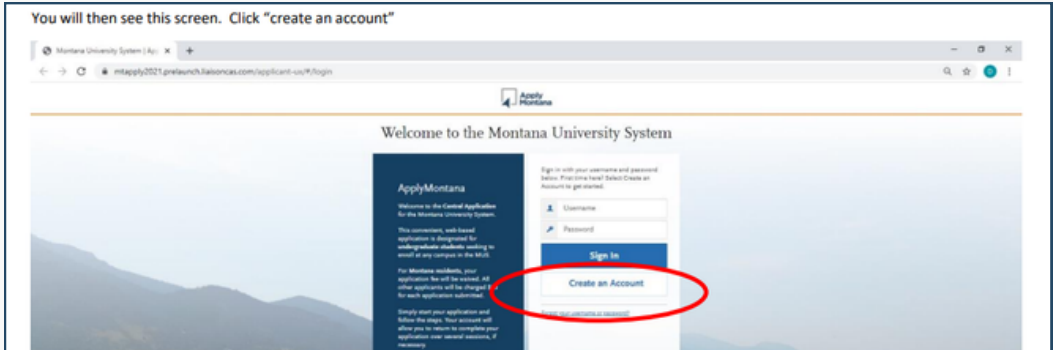
EASTERN REGION

Day Date	Time	Host Institution, City Location	Site Coordinator (Contact on the back of this sheet.)
Monday September 9	12:30 p.m. – 2:30 p.m.	MSU-Northern, Havre @ College Gym	Jim Potter MSU-Northern
Tuesday		Glasgow High School, Glasgow	Amy Capdeville

Apply Montana: applymontana.mus.edu



Apply MT Screenshot Deck: mus.edu/college-access/files/Apply_Montana_Prep_Sheet.pdf



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POST CAW SURVEY

A survey will be sent to you after CAW asking for the following information.

- **total number of seniors**
- **total number of students who applied during CAW**
- **total number of in-state applications**
- **total number of out-of-state applications**

Please keep track of this information as best you can. Your feedback helps determine how to most effectively serve students and site coordinators in the future.

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**STATE CONTACT FOR
ASSISTANCE**

If you are receiving this toolkit, it is because your school is registered to participate in the Montana Arc of Events, including College Application Weeks, FAFSA Completion Month, Complete the Applications Process, and Decision Days.

This toolkit's suggestions for implementing events should be catered to the needs of your school.

If you need ideas or have questions, help is available through the Office of the Commissioner of Higher Education; please contact:

**Dawes Elwood (he/him)
College Access Manager
delwood@montana.edu
(406) 449-9138**

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College Access is a coordinated effort from the Montana Gear Up and Educational Talent Search programs within the Office of the Commissioner of Higher Education and the Montana University System.



MONTANA UNIVERSITY SYSTEM

	MISSOULA COLLEGE	BITTERROOT	HELENA COLLEGE	HIGHLANDS COLLEGE OF MONTANA TECH	GALLATIN COLLEGE	CITY COLLEGE	GREAT FALLS COLLEGE	MILES	DAWSON	Flathead Valley
ACCOUNTING	Accounting Technology A1(2) Accounting Fundamentals C1(0)	Accounting Fundamentals C1(0)	Accounting & Business Technology A1(5) Bookkeeping C1(1)	Accounting Technology A1(2/3)		Accounting Technology A1(4) Accounting Assistance C1(3)	Accounting A1(0)	Accounting C1(3)		Accounting Technology A1(5) C1(3) Payroll Accounting C1(0)
AGRICULTURE								Agribusiness A1(4) Agriculture & Natural Resources A1(1) Agriculture Production A1(1) Agriculture C1(0) Ag. Business Management C1(4)		Integrated Agriculture & Food Systems A1(1)
ANIMAL SCIENCE								Livestock Management & Industry A1(5) Pre-Vet, Biotech, Nutrition or Genetics A1(6)	Livestock Production A1(6) Livestock Technology C1(6)	
AUTOMOTIVE			Automotive Technology A1(8)	Automotive Technology A1(7)		Collision Repair & Refinishing Technology A1(3) Automotive Technology A1(1) Collision Repair C1(3) Refinishing C1(4) Auto. Tech. C1(5)		Automotive Technology C1(4)		
AVIATION			Aviation Maintenance Technology A1(9) Aviation Airframe C1(4) Aviation Powerplant C1(1)		Aviation Electronics Technology A1(0)					
BREWING						Craft Brewing & Fermentation C1(4)				Brewing Science and Brewery Operations C1(2)
BUSINESS	Business A1(0) Business Management A1(4) Business Media Design C1(0)		Business Technology A1(0)		Business Management C1(5)	Business Administration A1(0)		Business A1(0) Fundamentals of Business C1(2)	Business Management A1(2)	Business Administration A1(5)
CDL	Commercial Driver's License Class A	Commercial Driver's License Class A (MT Type 1 or 2)	Commercial Driver's License Class A	Commercial Driver's License Class A			Commercial Driver's License Class A	Commercial Driver's License C1(5) *7 WEEKS Basic Transportation Entrepreneurship C1(2)		Commercial Driver's License Class A
COMPUTER	Computer Aided Design C1(0) Computer Support C1(0)		Computer Aided Manufacturing A1(1) Network Administration A1(3) Programming A1(0)	Networks & Cybersecurity A1(2)	Network Technology C1(8)	Programming & Application Development A1(9) Systems Technology A1(7)	Information Systems Support A1(1) Network Support & Security A1(2) Programming A1(1)	Computer Maintenance Assistant C1(7)		
CONSTRUCTION/ CARPENTRY	Sustainable Construction A1(3) Construction Management C1(0) Carpentry C1(0) Construction Helper C1(9) Green Building C1(9)			Construction Technology-Carpentry A1(8)	Carpentry C1(0)	Construction Management A1(4) Construction Technology-Carpentry C1(4)				
CRIMINAL JUSTICE			Pre-Criminal Justice A1(0)			Criminal Justice A1(0)			Criminal Justice A1(3) Correctional Officer C1(5)	Criminal Justice A1(3)
CULINARY	Food Service Management A1(2) Culinary Arts C1(0)				Culinary Arts A1(2)					Culinary Arts & Catering A1(1)
CYBER SECURITY	Cybersecurity C1(9)	Cybersecurity C1(2)			Cyber Security & Information Assurance C1(8)	Network Technology A1(0) Network Support A1(9)	Cybersecurity A1(4) C1(2)			
DENTAL							Dental Hygiene A1(3) Dental Assistant C1(3)			
DIESEL	Diesel Technology A1(2)		Diesel Technology A1(2) C1(4)			Diesel Technology A1(7) C1(5)				
EDUCATION								Education A1(3) Health & PE A1(4)	Early Childhood A1(3) C1(7) Elementary A1(0) Secondary A1(0)	Early Childhood A1(8)
ELECTRICAL						Instrument & Electrical Technicians A1(1)				Electrical Technology A1(3) C1(4) Apprentice C1(2) Electronics Technician A1(5) C1(7)
FIRE			Fire & Emergency Services A1(8) C1(0)			Fire Science A1(0)				
GRAPHIC DESIGN								Info. Tech. Graphic & Web Design A1(0) Graphic Design Assistant C1(2)		Graphic Design A1(3) C1(3)
HEAVY EQUIPMENT	Heavy Equipment Operation C1(0)							Heavy Equipment Operations C1(5)		Heavy Equipment Operator C1(7)
HVAC					HVAC-R A1(0)					HVAC Apprentice C1(8)
MACHINING	Precision Machining Technology C1(0)		CNC Machining A1(1) Manual Machining C1(4)	Precision Machining Technology A1(6) Machining Technology C1(9)	CNC Machining Technology C1(4)					Industrial Machine Technology A1(0) C1(3)
NURSING	Registered Nursing A1(4)	Licensed Practical Nursing C1(4)	Registered Nursing A1(2) Practical Nursing C1(4)			Nursing A1(2) Practical Nursing C1(4)		Nursing A1(2)		Nursing A1(3) Practical Nursing C1(1)
PARAMEDIC	Paramedicine A1(4)	Paramedicine A1(3)				Paramedic A1(2) C1(1) Praxis C1(8)	Paramedic A1(4)			Paramedicine A1(4)
PHLEBOTOMY					Phlebotomy C1(7)			Phlebotomy C1(5)		
RADIOLOGY	Radiologic Technology A1(2)			Radiologic Technology A1(2)		Radiologic Technology A1(0)		Radiologic Technology A1(5)		Radiologic Technology A1(2)
SURGERY	Surgical Technology A1(2)	Surgical Technology A1(6)						Surgical Technology A1(7)		Surgical Technology A1(7)
WELDING	Welding Technology A1(2)		Industrial Welding & Metal Fabrication A1(7) Metals Technology A1(6) Welding Technology C1(8)	Metals Fabrication Technology A1(6) Welding Technology C1(4)	Welding Technology C1(0)	Welding & Metal Fabrication Technology A1(7) Praxis C1(4)	Welding Technology & Fabrication A1(2) C1(0) Tier 1 C1(5) Tier 2 C1(5) Tier 3 C1(6)		Welding Technology A1(4) C1(3) Tier 1 C1(6) Tier 2 C1(6) Tier 3 C1(6)	Welding & Metal Fabrication Tech. A1(1) C1(2) Welding & Inspection Tech. A1(5) Welding Tech. C1(2)

APPLY

AND

ACT

MONTANA ARC OF EVENTS 2024-25

**COLLEGE APPLICATION WEEKS
SEPTEMBER 30 - OCTOBER 11**

**Apply to MT colleges and
universities for FREE!**

**FAFSA COMPLETION MONTH
SEE WEBSITE FOR NEW DATES**

**Complete at
FAFSA.GOV for FREE!**

**C.A.P. MONTH
APRIL**

**Complete the
Applications Process.**

**DECISION DAYS
MAY 5-9**

**Announce and celebrate
plans after high school.**



**COLLEGE
ACCESS**

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COLLEGE**



**Get
Started:**



**Apply
Montana**

