

GEORGIA APPLY TO COLLEGE



VOLUNTEER HANDBOOK

In Partnership With

University System of Georgia ♦ Technical College System of Georgia
Georgia Independent College Association ♦ Communities in Schools
Georgia Student Finance Commission ♦ Georgia Department of Education
Georgia Partnership for Excellence in Education

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WELCOME TO GEORGIA APPLY TO COLLEGE

We are excited that you will be supporting Georgia's high school seniors during the annual Georgia Apply to College events! Georgia Apply to College could not happen without the assistance of volunteers like you and we sincerely appreciate your support! The Georgia Apply to College program has the goal of providing all Georgia high school seniors with the opportunity to apply to college using **GAfutures.org**, with a focus on providing assistance to first generation and economically disadvantaged students as they navigate the college application process.

Georgia Apply to College events provide students with a dedicated time to work on college applications while receiving help from college and community volunteers like you. This assistance is particularly important for those students who do not have an adult at home who can provide assistance during the college application process. Many students who have participated in previous GAC events have indicated that without the event, they may not have applied to college. Your assistance helps students take the first step to success, and can have a major impact on the lives of high school seniors!

This handbook has been created to provide you with an overview of Georgia Apply to College and the important assistance provided by GAC volunteers. The handbook provides detailed information that will help you prepare for your role as a volunteer, ensuring that you have a fun and rewarding volunteer experience. We hope that you will take some time prior to the event to familiarize yourself with the information contained in this handbook so you will be ready to assist students during the high school events. You may also wish to print a copy and bring it with you to the event(s).

To help you prepare, the Volunteer Handbook includes the following:

- Information on the volunteer role
- Volunteer Guidelines
- Step-by-step instructions on how students will access and complete an online application using **GAfutures**
- Information on how students submit their application fee

Thank you again for your support of Georgia Apply to College! If you have any questions or concerns, please don't hesitate to contact us by email at cgg-gatc@gsfc.org or by phone at 770.724.9065.

OVERVIEW OF GEORGIA APPLY TO COLLEGE

Georgia Apply to College (GAC) events are held each November in Georgia. The goal of GAC is to provide Georgia high school seniors...

- the opportunity to apply to college using **GAfutures**
- by providing assistance as they complete their application(s) for admission
- with a *focus* on providing assistance to first generation and underrepresented students as they navigate the college application process.
- GAC also seeks to encourage students to apply to college earlier in their senior year.

Since its inception, Georgia Apply to College has received wide support. Each year, the Governor has issued a proclamation for Georgia Apply to College, and GAC has received the endorsement of the Georgia Association of Collegiate Registrars and Admission Officers (GACRAO). In addition, the following agencies and organizations sponsor Georgia Apply to College and have representation on the GAC Planning Committee:

- Communities in Schools
- Georgia Department of Education
- Georgia Independent College Association
- Georgia Partnership for Excellence in Education
- Georgia Student Finance Commission
- Technical College System of Georgia
- University System of Georgia

THE VOLUNTEER ROLE

Volunteers are essential to the success of Georgia Apply to College (GAC) and assist in many ways. The following are examples of how volunteers help during GAC events:

- Greet students as they arrive at the event.
- Help students logon to the **GAfutures** website and begin an application.
- Guide students through the college application process and help answer any questions students may have, regardless of where the student wishes to apply.
- Monitor printers to ensure that any applications that need to be printed remain in order and replenish the paper supply as needed.
- Share personal college experiences with students.
- Instruct each student to complete an online evaluation of their GAC experience.
- Give an “I Applied!” button to each student after they complete an application.
- Congratulate each student on applying to college and encourage them to complete their admission file by sending in their high school transcript, test scores, or any other documentation that the college may require.

Prior to participating in a Georgia Apply to College event, volunteers are asked to thoroughly review this Handbook in order to be prepared to assist students. Volunteers are also asked to review the recorded online volunteer training which can be found in the “Get Involved as a Volunteer” area of **GAfutures.org**. The online training is typically made available online early each fall.

Each participating high school recruits and coordinates the volunteers for their event. Individuals interested in volunteering at a particular high school should contact the school directly for more information on how to get involved. Please visit **GAfutures.org** for a list of participating high schools. This information is typically made available online each summer.

On the day of the event, volunteers are asked to arrive at the high school a few minutes early in order to have time to get settled before the first group of students arrives. Upon arrival at the high school, volunteers should check-in at the Main Office, identifying themselves as a Georgia Apply to College volunteer. The Main Office will then direct each volunteer to the appropriate location. During the event, volunteers should provide assistance as requested by the GAC high school staff.

We hope that you have a fun and rewarding experience as a Georgia Apply to College event volunteer!

VOLUNTEER GUIDELINES

The success of the Georgia Apply to College events depends upon the assistance and support of volunteers from Georgia's colleges, universities, business communities, and community groups and organizations. Assisting as a volunteer involves direct interaction with high school students. Volunteers not only provide valuable assistance to participating students, but serve as examples and role models for students. Because the Georgia Apply to College program strives to promote enriching, fun and meaningful interactions for both volunteers and the participating students, the following volunteer guidelines have been established:

- Volunteers must use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. The use of profanity or sexualized language or jokes is inappropriate. Violating state law regarding interactions with youth (*e.g.*, providing them alcohol or illegal drugs) is forbidden.
- Volunteers must consider how any physical contact may be perceived and must take particular care when interacting with students.
- Interactions with students must both **be** appropriate and **appear** appropriate. Volunteers will spend most of their time with groups of students, although occasionally one-to-one situations may occur. Prior to any one-to-one interaction, a volunteer should ensure another adult is present or aware of the situation.
- Volunteers are responsible for the quality of interactions. Students often find it difficult to state discomfort or objections. Volunteers must be especially sensitive to physical and verbal cues that students may provide.

If at any time you are uncomfortable with a situation, please immediately notify the GAC Site Coordinator or other high school staff member.

THE HIGH SCHOOL SITE COORDINATOR

Each high school has identified a Site Coordinator (typically a member of the counseling staff) who is responsible for handling the logistics of their school's event. Each site coordinator is responsible for all aspects of their school's event, including communicating with their volunteers, and notifying them of specifics for their event, including where to park, when and where to meet on the day of the event, the event schedule, and how they wish each volunteer to assist during their event. If you have any questions or concerns regarding a specific high school event, we encourage you to contact the high school site coordinator for the event.

Site Coordinators are also responsible for ensuring that their seniors are prepared to participate in the event. This includes making sure that all seniors have created a **GAfutures** account, and have completed college research. As a tool to help prepare students, the GAC Committee encourages participating seniors to utilize the College Search on **GAfutures**. By researching colleges before their GAC events, students will arrive prepared to apply to those college(s) that they have identified as a good match for them.

Prior to their school's GAC event, students are also encouraged to complete a "Student Prep" sheet which captures some of the information needed for a college admission application. Students should plan to bring the completed prep sheet to their school's GAC event. With these pre-event activities completed, students should be ready to successfully complete and submit their online applications during the GAC event while receiving assistance from volunteers like you!

GENERAL STEPS FOR COMPLETING AN ONLINE APPLICATION

Below you will find the step-by-step instructions outlining how students will apply using the **GAfutures** website during Georgia Apply to College (GAC) events. While the following outlines the steps students follow to apply, you may also find it helpful to take a few minutes to become familiar with **GAfutures** before participating in an event. We recommend that you bring this Handbook with you to your event(s) as it can be a great reference guide as you assist students!

1. Students should go to www.gafutures.org.
2. Students should sign in to their already created **GAfutures** account. If any student is unable to successfully login to their **GAfutures** account because they forgot their username or password, they can use the *Forgot Username or Password* function on the sign in page. If a student states they have not yet created an account, then they may follow the online steps to create one.

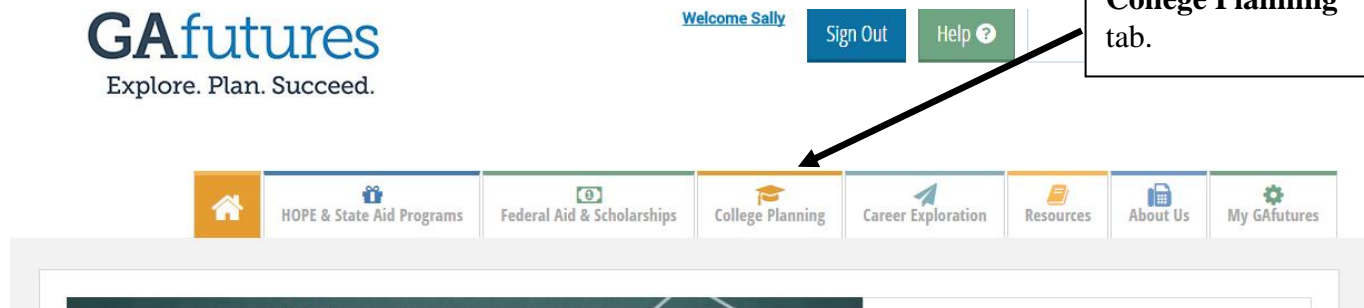


Students should click to **Sign In**.

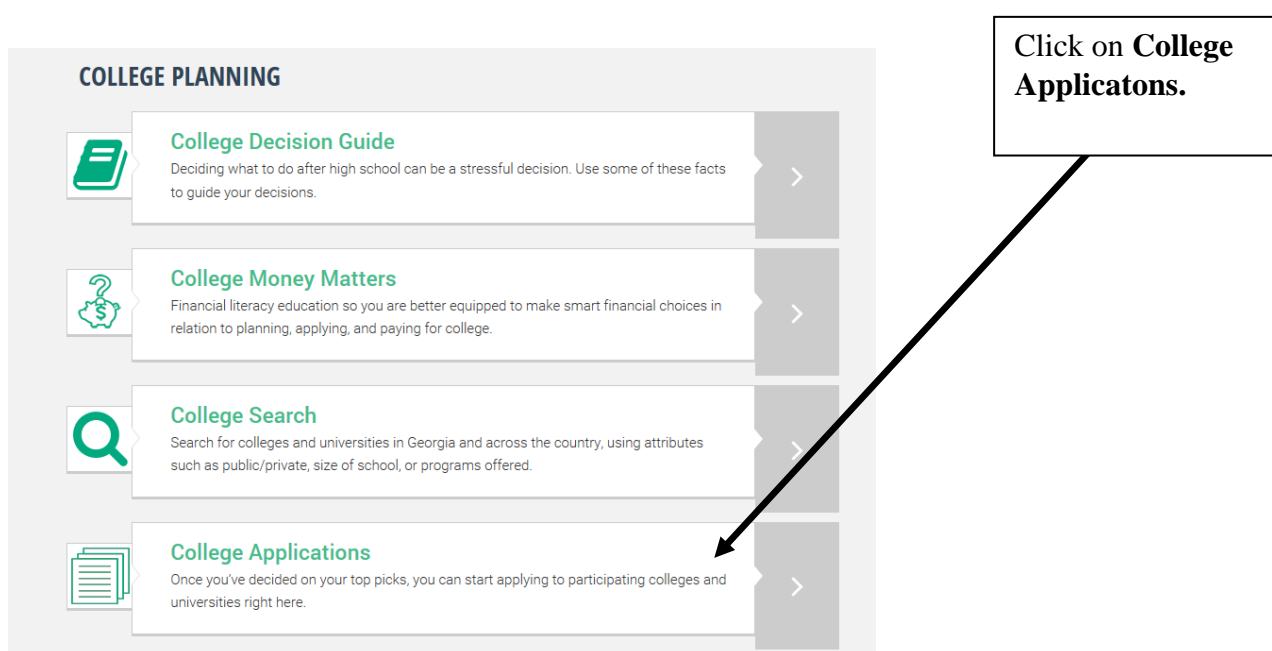


Students should enter their Username and Password.

3. Students should click on the **College Planning** tab.



4. On the College Planning page, students should click on **College Applications**.



5. If the student is starting a new application and previously added the college to their list of saved schools, he/she should click on **My Saved Schools** in the **Start a New Application** box. The student can then click on **Apply** next to the college or university name. If the student did not previously save the school, he/she can search for the college in the **All Schools** box and then click **Apply** next to the college or university name.

Click on the **Saved Schools** tab to begin an application to a previously saved school. Click on **Apply** next to the desired school.

START A NEW APPLICATION

ALL SCHOOLS YOUR SAVED SCHOOLS

Keyword search: Go

Browse alphabetically:
 A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
 All

in GAfutures Statewide Schools

Postsecondary schools with online applications
 GAfutures Statewide Schools: 75 schools found

Postsecondary School	Undergraduate	Graduate	International	Financial Aid
Abraham Baldwin Agricultural College	APPLY			
Agnes Scott College	APPLY			
Albany State University	APPLY			
Albany Technical College	APPLY			
Andrew College	APPLY			
Armstrong State University	APPLY			
Athens Technical College	APPLY			
Atlanta Metropolitan State College	APPLY			
Atlanta Technical College	APPLY			
Augusta Technical College	APPLY			
Augusta University	APPLY			
Bainbridge State College	APPLY			

Enter keywords to search for a college or university and then click **Apply**.

START A NEW APPLICATION

ALL SCHOOLS YOUR SAVED SCHOOLS

Keyword search: Go

Browse alphabetically:
 A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z
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Postsecondary schools with online applications
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Postsecondary School	Undergraduate	Graduate	International	Financial Aid
Abraham Baldwin Agricultural College	APPLY			
Agnes Scott College	APPLY			
Albany State University	APPLY			
Albany Technical College	APPLY			
Andrew College	APPLY			
Armstrong State University	APPLY			
Athens Technical College	APPLY			
Atlanta Metropolitan State College	APPLY			
Atlanta Technical College	APPLY			
Augusta Technical College	APPLY			
Augusta University	APPLY			
Bainbridge State College	APPLY			

6. Each application on **GAfutures** begins with an introductory page providing information about that institution's application process, application fee, payment options, and other institution-specific requirements. The student should read this introductory page carefully before beginning their application. Once they have reviewed the page, they should click **Begin Application...** to begin the application.

The student should review the **Application Information** page before beginning the application.

Important Note: Specific information and/or instructions related to the **application fee** are included on this page!

Then click **Begin the Application.**

2016-2017 APPLICATION FOR ADMISSION

Application Information	Contact Us
<p style="text-align: center;">A message from the campus:</p> <p>Welcome to Columbus Technical College...Tomorrow's Workforce...Today Last updated: 5/21/2008 7:59AM PST</p> <ol style="list-style-type: none"> 1. Complete this online application for admission and submit the application agreement statement to the address on the right. Submit proof of residency (Georgia residency for the last 12 consecutive months required for in-state status). 2. Mail the application agreement statement with a nonrefundable \$25 application fee to the address on the right. 3. Order official transcripts from high school or submit official GED transcript or military documents (DD2140R2-1). Order official transcripts from every college or university attended. 4. Apply for financial aid. <ul style="list-style-type: none"> Click on the following links to apply online. HOPE, PELL, VA 5. Provide test results that are no more than 5 years (60 months) old or provide college transcripts showing completion (grade of C or better) of college-level English and/or math courses. <ul style="list-style-type: none"> Provide SAT/ACT or COMPASS test results, or Schedule and take COMPASS test by calling the testing office at (706) 649-1822 6. Check for receipt of required documents <ul style="list-style-type: none"> Check to verify receipt of high school transcript/GED scores Check to verify receipt of college transcript(s) 7. Receive an acceptance letter from Columbus Technical College. 8. Attend orientation. 9. Register for classes. 	<p>Admissions Columbus Technical College 928 Manchester Expressway Columbus, GA 31904 Telephone: 706-649-1800 Fax number: 706-649-1804 Website: www.columbusctech.edu E-mail: admissions@columbusctech.edu</p> <hr/> <p style="text-align: center;">Instructions</p> <p>To complete this online application, type your answers in the corresponding fields or select your answers from the popup lists (where applicable).</p> <p>After you complete a screen, click the NEXT button at the bottom or on one of the sections listed on the left column to move to a different screen. Before you are allowed to jump screens, we will inspect your data on the current screen for errors or inconsistencies. If errors or omissions are found, you will be returned to the screen to correct your answer(s). Otherwise, your data will be saved and you will proceed to the requested screen. We also allow you to skip to another screen without your new data being saved. Be aware that if you use the Skip & Jump function on the left column, data on the current screen will not be saved and will have to be reentered prior to submittal.</p> <p>Once you have completed the application, click the SUBMIT button located on the left column to submit the application.</p> <p>Click here if you have any technical questions or need assistance with this online application.</p> <p>This application is brought to you by the XAP Corporation.</p> <p style="font-size: small;">Copyright © 2013-2016 XAP Corporation. All Rights Reserved. XAP and MENTOR are registered trademarks of XAP Corporation. Reg. U.S. Pat. & TM Off. Use of this website constitutes acceptance of the XAP Terms of Use and Privacy Policy.</p>

[Begin Application for Columbus Technical College](#)

Tentatively available on 10/1/2017

7. Once the application opens, the student should notice that much of their information is already pre-populated in the application. The information contained in their *My GAfutures* account automatically populates in each application they begin, therefore reducing the amount of work they have to do when completing applications!
8. Using their completed **GAC Student Prep Sheet** to assist them (optional), the student should complete the rest of the application. Once they have completed a section of the application, they should click **Next** to move to the next section of the application.

Click **Save and Continue** to go to the next page of the online application.

save and continue >>>

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9. Some applications indicate a required field with an asterisk (*). If a student attempts to move on to the next page of an application while required information is missing, they will be prompted to enter the required information before the application permits them to move to the next page of the application. This information will appear in red at the top of the screen if they click **Save and Continue** and required information is missing.

If the student is unable to enter the needed information, he/she may also use the **Skip to Another Section** feature to move between sections (see Step 13 below).

A message indicating that required information has not been entered (or has been entered incorrectly) will appear at the top of the screen.

10. The application is separated into sections as outlined in the menu bar on the far left of the application. Each section must be completed before the application can be submitted.

Completed sections of the application are indicated with a checkmark.

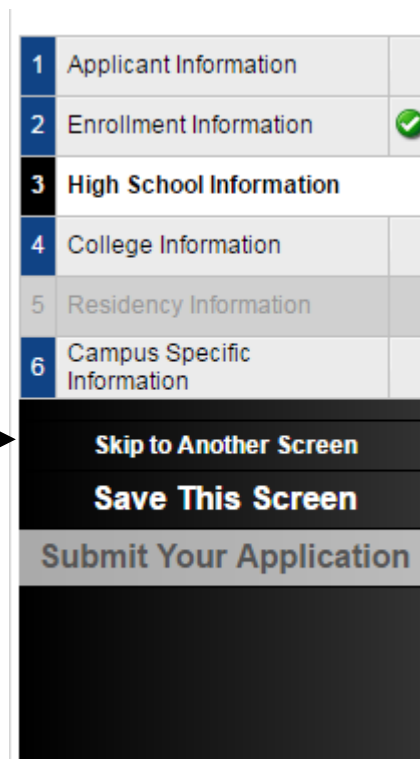
The section the student is currently working on is highlighted.

Incomplete sections are blank.

Sections that are not applicable are greyed out and unclickable.

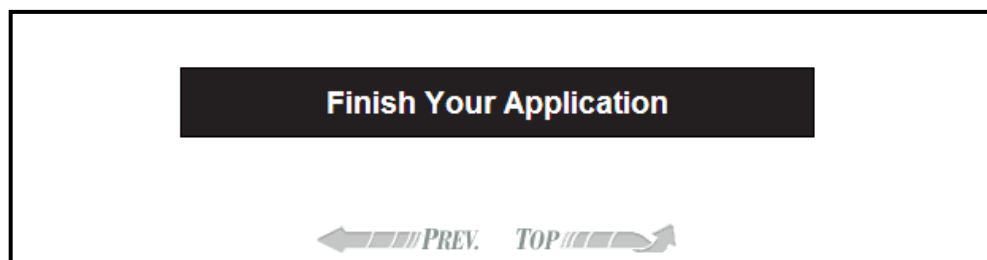
11. Students should be encouraged to use the **Skip to Another Section** feature if they are unable to answer a particular question on the application. This will allow them to complete all other sections of the application and then return to the incomplete information at a later time.

The **Skip to Another Section** feature can be used to skip over an incomplete section in order to work on another section of the application. If the student uses this feature, they must remember to return to the incomplete sections prior to submitting their application.



The screenshot shows a vertical progress bar with six sections: 1 Applicant Information, 2 Enrollment Information (marked with a green checkmark), 3 High School Information, 4 College Information, 5 Residency Information, and 6 Campus Specific Information. Below the progress bar are three buttons: 'Skip to Another Screen' (highlighted in dark grey), 'Save This Screen' (highlighted in dark grey), and 'Submit Your Application' (highlighted in light grey). An arrow points from the text box on the left to the 'Skip to Another Screen' button.

12. Once the student has completed all sections of the application, they should click the button at the bottom of the last page. The button may say either **Finish Your Application** or **Submit Your Application**. As another option, the student may click **Submit Your Application** in the left menu bar.



The screenshot shows a dark grey button with the text 'Finish Your Application' in white. Below the button are two navigation links: 'PREV.' with a left-pointing arrow and 'TOP' with a right-pointing arrow.

13. The final screen allows for electronic payment of the institution's application fee. Students should be sure to follow the payment instructions for each college and/or university to which they apply. Payment forms accepted will vary by institution (credit/debit card, E-check, fee waiver, etc.). The final screen also requires the student's electronic signature which indicates verification that all information provided on the application is true and complete. Once the payment information (if required) and their electronic signature have been entered, they should click **Submit Now**.

The screenshot shows the final submission screen for East Georgia XYZ College. The header is green with the college name. The main content area is white with black text. It includes instructions about the application fee, a warning about online submission, and a classification notice for out-of-state students. Below this is contact information for the college. The payment section shows two radio button options: 'Credit/Debit Card' and 'E-check'. There is a text field for a signature, which contains the text 'Elmo E. Sesame'. At the bottom right is a 'SUBMIT NOW' button. Three callout boxes with arrows point to specific parts of the form: the first points to the payment options, the second points to the signature field, and the third points to the 'SUBMIT NOW' button.

East Georgia XYZ College

You are about to submit your application electronically to East Georgia XYZ College. Applicants must pay a nonrefundable application fee of \$15 (MasterCard, Visa, or e-check).

Check your answers carefully. Submitting an application on the Internet is similar to mailing in your application. Once it is submitted, the university has it and online modifications are not possible. We encourage you to make a copy of each page.

Based on the information you have provided you will be classified as an out-of-state student for tuition fee payment. If you feel that this classification is in error, please complete and mail in the [JAFSM Tuition Classification Status Petition](#) along with documents supporting your Georgia residency to:

East Georgia XYZ College
123 College Avenue
Atlanta, GA 30334

In-state telephone: 404-123-4567
Website: www.college.edu

You have the following payment method(s):

☐ Credit/Debit Card
☐ E-check

Type your name in the certification field below as you would sign an official document and click **SUBMIT NOW**.

I understand that any willfully false statement made by me on this application may subject me to immediate withdrawal from the institution. Further, I hereby certify that to the best of my knowledge, the information submitted on this interactive application is true and complete to the best of my knowledge.

Signature:

SUBMIT NOW

Students enter their **payment information** (if required). Accepted forms of payment will vary by institution.

They then enter their **electronic signature**.

And click **Submit Now**.

Notes:

- If the student does not have a payment method with them at school, that is okay! Students should be encouraged to save the application so that they may resume and submit it later. Remind students not to forget to submit their completed applications later if they are unable to do so during the event.
- If the student is eligible for a fee waiver, but the college to which they are applying does not have a fee waiver option available for online submission (and requires payment of the application fee to submit the online application), they will instead need to print each page of the online application (make sure they get all of the pages!) and mail it to the Office of Admissions along with the fee waiver information. To do this, the student must navigate to each section of the

application and selected print from the browser tool bar or by enter **Control + P** on the keyboard.

14. ***Congratulate the student on applying to college!***

15. Provide the student with an “I Applied!” button.



16. Instruct the student to complete the online GAC evaluation survey.

17. Encourage the student to complete their admissions file by submitting any required supporting documentation, such as their high school transcript and test scores.

APPLICATION FEES

The colleges and universities in the state vary when it comes to application fees. Some colleges and universities have an application fee, typically ranging from fifteen to sixty dollars, while others do not. For those that do have a fee, some require the student to enter payment information online in order to successfully submit the application online. Others allow the submission of an online application without the entry of payment information but require that the student mail in the application confirmation screen along with the appropriate payment. Each college typically provides information regarding their application fee in the Admissions information section for their college in the College Planning section of GAFutures. Participating high schools are encouraged to ensure their students have completed this type of research before their event.

The following is an example of the Admission section for University of North Georgia:

The amount of the college or university's application fee is listed in the Admissions section.

College Search

Home / College Search

University of North Georgia

The University of North Georgia was formed through the consolidation of North Georgia College & State University and Gainesville State College in 2013. Its main campus is located in Dahlonega, GA.

[Apply to College](#)

For the most up to date information, please visit the college's website.

Quick Facts

Year established:	1873
Type of school:	Public
Programs :	Four-Year; Graduate
Religious affiliation:	
Campus enrollment:	16,064
Coeducational information:	Coeducational College Founded as Coeducational Institution Became Coeducational in Year
Location description:	630-acre campus in Dahlonega (population: 6,049), 65 miles from Atlanta.
Application fee:	\$30

Ratios

45%	54%
Male	Female
1	21
Teacher	Students

University of North Georgia
82 College Circle
Dahlonega, GA 30597
Phone: 706 864-1412
Fax:
<http://www.ung.edu>

Prior to beginning their online application, students should carefully review the **Application Information** screen. This is the first screen that appears when a new application is started. The Application Information screen contains instructions related to the submission of the application fee for that specific college or university.

APPLICATION FOR ADMISSION	
<p>Application Information</p> <p>General Deadlines Applications and all required supporting credentials must be received by the Office of Recruitment and Admissions prior to the deadline date:</p> <p>Fall semester priority deadline — May 1 Spring semester — November 15 Summer semester — April 15</p> <p>Information and Instructions</p> <ol style="list-style-type: none"> Follow the instructions given below carefully in order to expedite the processing of your application. If you need help, ask your high school counselor or contact the Office of Recruitment and Admissions at the address or telephone number to the right. Fill out this online application. Print out the application agreement statement when finished. Submit \$20 application fee in the form of an electronic check or credit card. <p>Additional Application Requirements</p>	<p>Contact Us</p> <p>Albany State University Office of Recruitment and Admissions 804 College Drive Albany, GA 31705-2717 Mobile telephone: (202) 522-4418 Out-of-state telephone: (229) 430-4646 Fax number: (229) 430-4165 Website: www.asu.edu</p> <p>Instructions</p> <p>To complete this online application, use your answers in the corresponding fields or select your answers from the popup lists (where applicable).</p> <p>After you complete a screen, click the NEXT button at the bottom or on one of the sections listed on the left column to move to a different screen. Before you are allowed to jump screens, we will inspect your data on the current screen for errors or inconsistencies. If errors or omissions are found, you will be returned to the screen to correct your answers. Otherwise, your data will be saved and you will proceed to the required screen. We also allow you to skip to another screen without your new data being saved. Be aware that if you use the skip & jump buttons on the left</p>

Information regarding the process for submitting the application fee is found on the Application Information screen. For example, this application information screen indicates that the application fee must be submitted in the form of an electronic check or credit card.

Colleges Requiring an Application Fee for Submission

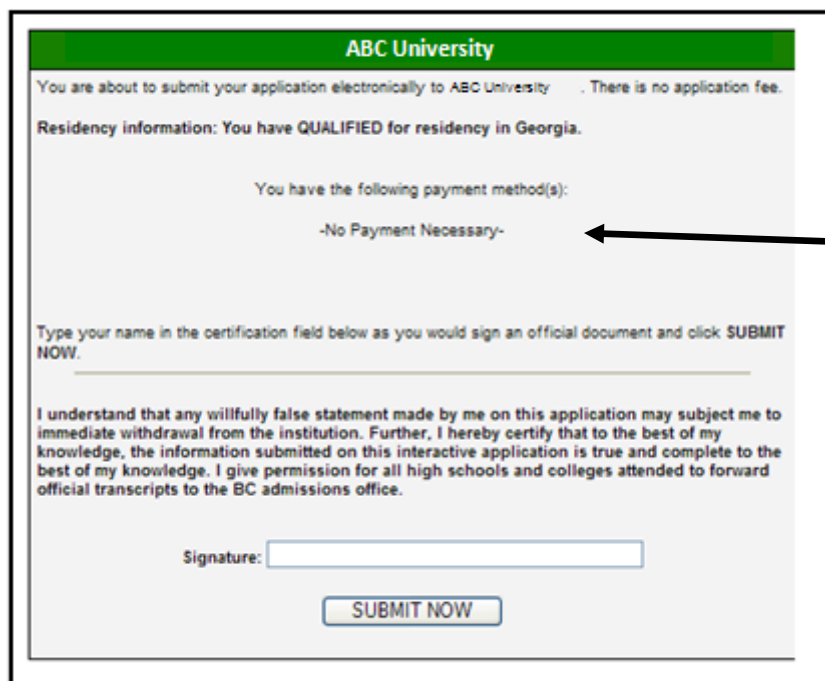
Many colleges and universities in Georgia require the entry of a valid online payment in order to submit an online application. Those colleges requiring an application fee will only have payment options (such as online check or credit card) available on their application fee payment screen. In this case, **the application cannot be submitted until the payment information has been entered online**. Students who do not have payment available with them at school may save their completed application and submit it at home. *It is not necessary for a student to bring a form of payment with them to their Georgia Apply to College event.*

Colleges Allowing Application Fees to be Mailed

Some of the colleges and universities in Georgia allow the online application to be submitted without the entry of payment information. These colleges and universities may require that payment be mailed along with the application confirmation screen. The application confirmation screen appears once the student successfully submits the application. Those students applying to a college or university with an application fee but not requiring the entry of a payment to submit the application, **must mail the payment to the college in order for their application to be reviewed**.

Colleges Not Requiring an Application Fee

A few of the colleges and universities in Georgia never require an application fee for those applications submitted through **GAfutures**. Those colleges not requiring an online application fee will typically have a note indicating this on the application fee payment screen. When applying to a college that does not require an application fee, the student may submit the application online and no payment needs to be mailed to the institution.



The screenshot shows a web form for ABC University. At the top, a green header bar contains the text "ABC University". Below the header, the text reads: "You are about to submit your application electronically to ABC University. There is no application fee." This is followed by "Residency information: You have QUALIFIED for residency in Georgia." and "You have the following payment method(s): -No Payment Necessary-". Below this is a section for a signature with the text "Type your name in the certification field below as you would sign an official document and click: SUBMIT NOW." and a signature line. At the bottom, there is a "SUBMIT NOW" button. A callout box with an arrow points to the "-No Payment Necessary-" text.

This is an example of a college fee payment screen showing that an application fee is not required.

College Board and Other Fee Waivers

Many of the colleges and universities in the state will waive the admission application fee if the student provides an acceptable application fee waiver. In most cases, this includes the College Board or ACT fee waivers, and in some cases, other fee waivers are accepted; however, the accepted fee waivers can vary from college to college. Students eligible for a fee waiver should obtain the necessary fee waiver form from their high school counselor.

Some institutions have an option to select "Fee Waiver" on the payment screen. Students who qualify for a fee waiver should select this option, and print and mail the application confirmation screen (this is the screen the student sees once they successfully submit their application), along with the completed fee waiver paperwork. Students should always follow the submission instructions provided by the institution.

Sample College

You are about to submit your application electronically to **Sample College**. Applicants must pay a nonrefundable application fee of \$20 (check, money order, MasterCard, or Visa). In the event of financial hardship, the application fee may be waived with a fee waiver from your high school counselor.

Upon completion of your application please check your answers carefully. Submitting an application on the Internet is similar to mailing in your application. Once submitted, the university has it and online modifications are not possible. We encourage you to make a copy of each page.

Based on the information you have provided you will be classified as an out-of-state student for tuition fee payment. If you feel that this classification is in error, please complete and mail in the [Tuition Classification Status Petition](#) along with documents supporting your Georgia residency.

You have the following payment method(s):

- ☐ Check or Money Order
- ☐ Credit/Debit Card
- ☐ Fee Waiver

Type your name in the certification field below as you would sign an official document and click **SUBMIT NOW**.

I understand that any willfully false statement made by me on this application may subject me to immediate withdrawal from the institution.

Further, I hereby certify that to the best of my knowledge, the information submitted on this interactive application is true and complete to the best of my knowledge.

Additionally, you agree to adhere to the policies and regulations set by Middle Georgia College.

Signature:

SUBMIT NOW

This is an example of a college fee payment screen allowing students to choose Fee Waiver as an option. Only students who qualify for a fee waiver should choose this option.

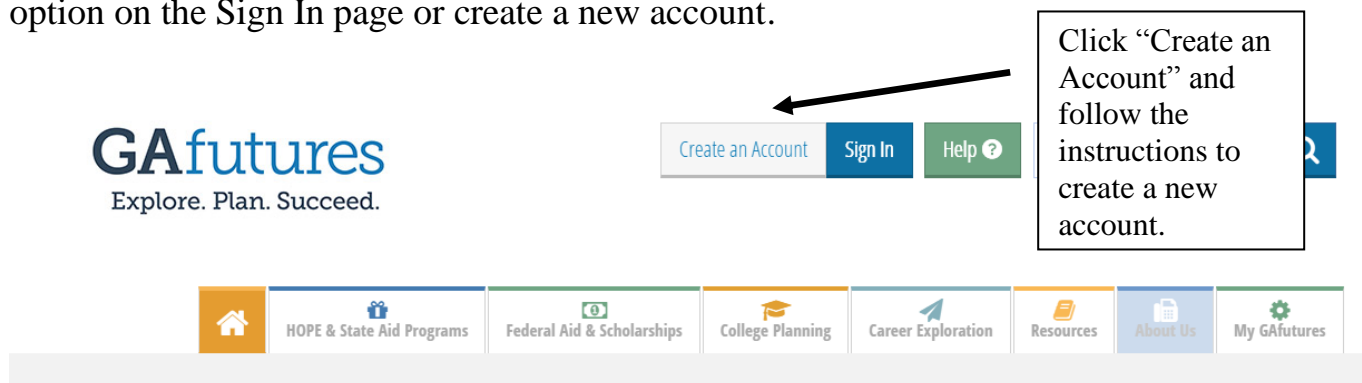
If the student wishes to utilize a fee waiver and is applying to an institution that does not have “Fee Waiver” as an online payment option, the student will need to print the application and mail it to the college or university with the fee waiver form they obtain from their high school counselor. They will not be able to submit the application online and an admission decision will typically not be provided until the fee waiver form is received by the college.

If a student has questions about how to apply to a particular college or university while utilizing a fee waiver, they should be encouraged to contact the admissions office of the college or university where they are applying for further instructions.

FREQUENTLY ASKED QUESTIONS

What if a student did not create a GAfutures account before the GAC event?

All participating high schools are encouraged to ensure all students have created a **GAfutures** account. If you encounter a student who does not recall their **GAfutures** account information, they should either use the *Forget Password* or *Forget Username* option on the Sign In page or create a new account.



What if the student has not decided upon a major?

Colleges understand that not every applicant will have selected a desired major. As a result, many applications will provide an option such as “undecided” on their application. If “undecided” or a similar option is not available, the student may wish to select the major that is of the most interest, keeping in mind that most colleges allow students to change their major later.

What if the application doesn’t allow the student to select their desired term?

All colleges in the state have been asked to ensure they have current application terms available on their online application. However, if a student begins an application and finds that the desired enrollment term is not available, they should select the term closest to the desired term and submit the online application. The student should then contact the admissions office as soon as possible (within one week is recommended) to inform the institution of the correct desired term of enrollment.

What should a student do if he/she does not have, or does not wish to provide their Social Security number on their application?

If a student does not have a Social Security number or does not wish to provide their Social Security number on their application, they will still be able to apply online. While a student’s social security number is extremely helpful to the college/university in matching submitted transcripts, financial aid documents, and other documentation to their admission application, providing the social security number is not required.

What if the student is missing a required piece of information on the application?

Prior to the GAC event, participating schools were encouraged to ensure that each student completed a Student Prep Sheet and bring it with them to the event. If a student is still unable to complete any part of the application, they may complete all other information in that section and then skip to the next section using the **Skip to Another Section** feature. They may then save the application and resume it once they have the needed information. Students should be reminded that it is important for them to go back to skipped sections, complete the missing information, and then submit their completed application. The college/university will not receive or review the student's application until this is done.

A student may skip any section of the online application by using the **Skip to Another** feature. Students should be reminded that in order to submit the application, they will need to go back to incomplete sections that were skipped.

1	Applicant Information	
2	Enrollment Information	✓
3	High School Information	
4	College Information	
5	Residency Information	
6	Campus Specific Information	
Skip to Another Screen		
Save This Screen		
Submit Your Application		

By saving the application, a student may return to it later.

What if the student does not have the credit card information needed to submit the online payment during the event?

Many colleges and universities require that the student enter payment information in order to submit their online application. As a result, students without payment information will not be able to submit an application to those institutions during the event. Students without a method of payment should not be discouraged from completing an application! These students may save their application and resume it at a later time.

How does a student know how much an institution charges for the application fee?

The amount of the application fee is typically provided on the application introduction

screen for each institution. Application fee information is also typically available on the admissions page on each institution's website.

Is there a limit to how many applications a student may submit?

The GAC Committee has not established a maximum number of applications that a student may complete during the event; however, due to the volume of students needing to participate in the event at some of the high schools, the high school may elect to limit the number of applications that a student may submit. Check with the high school Site Coordinator for additional information. Please keep in mind that due to the time and work that is involved in processing an application for admission, students should be encouraged to apply only to those colleges which they have determined will be a good match for them.

How does a student print their application?

Printing an application through **GAfutures** requires printing each section of the application individually. When printing their application, students should confirm that they have printed each section of the application. See Step 15 in this Handbook for additional information.

As a volunteer, what should I do if I cannot answer a question a student has while working on his/her application?

All volunteers bring something unique to the Georgia Apply to College experience. If you cannot answer a question asked by a student, chances are that one of the other volunteers may be able to assist. All volunteers are encouraged to work together as a team to learn from each other and to ensure that all students receive the assistance that they need!

Response	Percentage
Yes	75%
No	18%
Don't know	7%

GAC VOLUNTEER SIGN-IN SHEET

[illegible]

In Partnership With

University System of Georgia ♦ Technical College System of Georgia
Georgia Independent College Association ♦ Communities in Schools
Georgia Student Finance Commission ♦ Georgia Department of Education
Georgia Partnership for Excellence in Education

