

COLLEGE COMMONS WEEK PROTOCOL

Next Steps in the College Enrollment and Transition Process Webinar Series • May 3 – 7, 2021

OVERVIEW

The College Commons Week initiative is designed to assist West Virginia students during the transition from high school to college. Staff from more than 20 West Virginia colleges and universities will join the College Foundation of West Virginia to discuss important steps during the college enrollment and transition process. Admissions representatives from each institution will be available to share necessary information that students and families will need to be prepared for college. The goal is to provide answers to questions students may have and to ensure they are ready and prepared to start classes the following semester.

TIMEFRAME

While the webinars can be as short as 20 minutes, representatives will have up to 40 minutes to cover content they feel is necessary. We have allotted additional time for each institution.

Target Audience: Primarily high school seniors preparing to transition to college, their parents or guardians, and other potential students (even adult learners). However, the subject matter should address an audience of someone who has already applied to your institution, not someone needing to be recruited.

Webinar Link: <https://wvcolleges.zoom.us/j/91213260733>

Presenter Information Submission

Each institution was asked to provide the name, title, and contact information of the presenter, in rare cases two presenters, when you registered for CCW. Should this information need to be changed, please submit changes to Janine Coutu at Janine.coutu@wvhepc.edu by Friday, April 30. This is necessary to identify presenters and designate co-hosts within the webinar platform.

Format: A CFWW/HEPC staff member will introduce each webinar and the campus presenter(s). You may use a slide deck if you prefer. However, if a slide deck will not be used in screen share mode, we recommend that a virtual background of your college campus be used during the webinar. If you need a high-resolution image, please contact us.

Contact Information: Each webinar will end with a contact us slide that should include your website address, an email address to contact an advisor/representative, and a phone number where students may reach someone on campus. Please be sure to provide that information to Janine Coutu if you are not preparing a slide deck. If you are preparing a slide deck, be sure to include that on the last slide.

Webinar Content/ Audience Questions

Please lead with an introduction about your college and share some highlights about your campus. The presentation information should be organized in succinct steps, allowing students to identify the process. Your presentation should address the following:

New Student Check List

- Admission Protocol
- Financial Aid
- Residence Life (optional step if it applies to your institution)
- Registration

While there may be a lot of additional content covered, please review some of the questions we would like answered below.



How do I identify who my college advisor is?
What deposits or fees need paid before arriving on campus?
How do I create a schedule? Can I add/drop classes later?
How do I declare or switch a major?
When should I buy textbooks?
What about residence halls, what is the protocol for staying on campus?
What kind of career/academic advising services are offered?
Who do I speak with to find out about my financial aid package?
Are there financial aid opportunities through the school?
What resources are available to help first-year students?
Are there campus-wide emergency alerts?
If I feel overwhelmed and need to talk to somebody, where should I go?

Recommendations

We recommend that campuses have a second staff member available to monitor the chat box in case questions come in throughout the webinar. We recommend that you logon 15 minutes prior to the start of your session to ensure everything is working properly. We recommend that you provide your cell number to Janine Coutu whereby you may be contacted prior to the webinar in the event of any issues.

Advertising and Social Media

CFWV has created a College Commons Week event on Facebook. We have also shared and will continue to share information about the upcoming webinar series on Twitter and Instagram. We recommend that campuses share through their individual social media outlets. We have included in the email correspondence a graphic and schedule for communication offices to utilize. The hashtag we are using is #CollegeBoundWV, the same hashtag we use for College Application and Exploration Week and College Decision Days.

College Commons Website

<http://cfwvconnect.com/college-commons-week/>