

Enrollment Volunteer Guide



Contact information

Cotley College
1000 West Austin Boulevard
Nevada, Missouri 64772
417-667-8181
cotley.edu

Please contact the Office of Enrollment Management for questions about

- **Admissions**
- **Campus Visits**
- **Regional enrollment counselors**
- **NACAC rules and regulations**
- **Student Referrals**
- **Prospective Student Promotional Materials**
 - **Individual Student Meeting**
 - **Counselor Visit**
 - **College Fair**

Phone: 417-667-8181, ex 2107

Email: admit@cotley.edu

Please contact the Office of Financial Aid for questions about

- **Scholarships**
- **FAFSA**

Phone: 417-667-8181, ex 2190

Email: financialaid@cotley.edu

Please contact the Office of P.E.O. Relations for questions about

- **Promotional materials**
 - **Chapter Programs**
 - **Reciprocity Materials**
- **S/P/D Cotley chairmen**

Phone: 417-667-8181, ex 2122

Email: peorelations@cotley.edu

Please contact the Office of Institutional Advancement for questions about

- **Scholarship donations**
- **Gift opportunities**

Phone: 417-667-8181, ex 2284

Email: advancement@cotley.edu

Your Role as a Volunteer

Cottey is grateful for the past and continued support in helping to identify young women who would excel at Cottey. While today's prospective college student is connected more than ever before, via Instagram, Snapchat, Twitter, Facebook and a whole host of other popular applications, the human connection is still significant. Connections with alumnae, relatives, and trustworthy friends are important in providing prospective students with relevant, timely information. You are an ambassador for Cottey in your community. You are leaders in your families, your workplaces, your communities, your states/provinces, and beyond. We need help raising awareness of Cottey College in your community. Your recommendation of Cottey College means something to the women in your network and we appreciate your advocacy.

From the Office of Enrollment Management

The Cottey enrollment management team, which includes the vice president of enrollment management, enrollment counselors, enrollment outreach coordinator, and the director of enrollment communication and research, works with students across the United States and Canada. Each counselor has an assigned recruitment territory, working with students from the time a prospective student is added to Cottey's inquiry list through the application and acceptance process. Staff corresponds with prospective students in many ways including phone calls, text messages, email, social media, mailings, etc.

In addition to working with students, the admission staff also works with parents, high school counselors, teachers, alumnae, and P.E.O. members. Team members travel to national fairs and high schools and often present Cottey at P.E.O. chapter meetings, reciprocities, alumnae gatherings, and conventions. Priority is given to the most strategic travel locations, and staff members plan their travel with careful consideration. They are professional recruiters and take excellent care of our prospective students.

From the Office of Alumnae Relations

Alumnae have experienced Cottey College on a personal level. Every graduate has a story to tell about her years at Cottey and how that experience prepared her for life after graduation. By volunteering, you are helping to spread the word about what a special place Cottey is – a place where incredible futures are created. As an alumna volunteer, you can share your institutional love and loyalty with an authentic voice that is capable of influencing prospective students.

From the Office of P.E.O. Relations

The relationship that Cottey College has with the P.E.O. Sisterhood is special, indeed. For over 90 years, we have worked together as partners in the important work of educating women. Cottey College prepares women to face the world by preparing them to succeed no matter what career awaits them. Cottey provides a foundation that is solidly based in arts and sciences education that encourages investigation, promotes confidence, and inspires vision. As a volunteer for Cottey College, you will stay true to the Sisterhood's mission of promoting educational opportunities for women. Every woman deserves to know about Cottey College.

Volunteers can support Cottey College's recruitment efforts in many ways.

WHAT YOU CAN DO:

Be an influencer and network. You have influence in your community! Think about who you know. You may know students; you may know parents; you may know other influencers. Attend high school events and performances. Talk with community members who work with teens—youth pastors, teachers, counselors, school administrators, community center staff. Regularly talk about Cottey. People who know you should know that P.E.O.s own and support Cottey College. Personal referrals from P.E.O.s, alumnae, and friends of the College continue to be a significant source for future students.

Refer a student. Students are more likely to enroll at a college or university if they have been referred by individuals they know and trust. Cottey College is no exception and we love having personal referrals from our volunteers. It is never too early to begin conversations with students as young as freshmen in high school. The most effective way to engage students is to get to know them. Listen to their responses. What are their interests? What are their fears? Have they thought about their goals/aspirations? Each student is different and unique, and Cottey may be the perfect fit! Referring a student can be done in the following four ways:

- 1) **Online:** Log onto cottey.edu/referstudent. Complete and submit the form, the fastest and most efficient way to refer a student. If you do not receive a confirmation email upon submission, please contact the Office of Enrollment Management.
- 2) **By phone:** Call us toll-free, 1-888-5-COTTEY (268839) Monday-Friday, 8 a.m.-5 p.m. CST and ask for the Enrollment Management Office.
- 3) **By mail:** Send the student's contact information to Cottey College, Office of Enrollment Management, 1000 W. Austin Blvd., Nevada, MO 64772
- 4) **By email:** Contact the Enrollment Management Office at admit@cottey.edu. Please indicate "Student Referral" in the subject line.

Whichever method you choose, please be sure to include the student's name and contact information. Additional information is always welcomed!

Student Name, including a preferred nickname, if known
 Student Address (street/PO box; city, state, zip)
 Student email, phone (home and/or cell)
 Name of high school
 Year of high school graduation
 Program of study, if known
 Extra-curricular activities/athletics, if known
 Relationship referring individual has to the student
 Any other information you think would be helpful in getting to know the student better

Visit a High School Counselor/Teacher/Coach. You may order promotional materials free of charge on P.E.O. resources page of the Cottey College website cottey.edu. When your materials arrive, they will include instructions and some helpful tips for your meeting.

From the homepage, navigate to the P.E.O. resources page by clicking P.E.O. in the top menu bar and the choosing the “Promote” link. On that page, you will see a link to the form where you may order promotional materials.

Attend a College Fair. While once a great way to meet a future student, student yield from these efforts has been less than 1% in recent years and is not the most effective use of resources. Today’s recruitment environment is more competitive than ever. With the abundance of information available to students, oftentimes colleges are eliminated before admission offices are even aware the student is interested. While fairs are still held, the College wishes to be as strategic as possible as to which ones we attend, and we request being notified of fairs attended on the College’s behalf. If your chapter is considering attending a college fair, please reach out to [Stephanie Grgurich](#), Enrollment Outreach Coordinator, to evaluate the outreach options in your area.

In addition, many of the rules and restrictions regarding representation at fairs across the country are changing and becoming more restrictive and more expensive. As college fair hosts are starting to limit participation to professionals and members of national marketing teams, we want to support our volunteers who are finding it more difficult to pursue this particular avenue of service. We will continue to provide you with promotional materials, and as the needs of the volunteers change, we will develop new resources to support alternate promotional efforts.

You may order promotional materials for a college fair free of charge on the [P.E.O. resource page](#) of the Cottey College website cottey.edu. When your materials arrive, they will include instructions and some helpful tips for your college fair.

From the homepage, navigate to the P.E.O. Resource page by clicking P.E.O. in the top menu bar and the choosing the “Promote Cottey” box. On that page, you will see a link to the form where you may order promotional materials.

If you choose to represent Cottey College at a college fair, please contact Stephanie Grgurich, Enrollment Outreach Coordinator. Please take note of the following important information. Our college is associated with the National Association for College Admission Counseling (NACAC), as are most colleges, universities, and high schools around the country. Below is a shortened and simplified statement of the rules and regulations that **MUST** be followed when at a college fair. The full version can be found online at: nacacnet.org.

Thank you for following these guidelines!

NACAC Code of Ethics and Professional Practices (CEPP)

1. You must accurately represent and promote Cottey College. (If you don’t know an answer, just tell them that you will refer their question to an Enrollment Counselor for follow-up.)
2. Your table **may not** have goodies/giveaways. – NO candy, pencils, pens, etc.
3. You may not speak poorly of other schools or universities.

4. You may not guarantee admittance to Cottey College or guarantee any sort of financial aid to any student.
5. You may not knowingly recruit any students who are already declared at another institution.
6. You **must** stand behind your table at all times – not beside or in front.
7. Only **two individuals** at a table are allowed.
8. You may not call out to students or bring them to your table – you may contact them before the fair to let them know you will be there, but once at your table, you **must** let students come to you.

It is extremely important that we follow these rules and regulations. If they are violated, we will be reported and Cottey College may lose its affiliation with NACAC – something we cannot afford to have happen. If you have any questions, please contact the Office of Enrollment Management.

Words of wisdom to keep in mind:

1. RSVP to the school hosting the fair.

You must RSVP. Always identify yourself as a “Volunteer Recruiter.”

2. Inform your s/p/d Cottey chairman that you’ll be attending the fair.

3. Order a college fair packet (beginner’s or materials kit) from the online portal.

Do NOT use outdated, photocopied or homemade materials at the fair.

All materials must be originals obtained from Cottey College.

Avoid any homemade materials or extra table decorations. Do not promote P.E.O. or other philanthropies; do not offer any giveaways, such as candy, flowers, etc.

4. Show up at the fair about 1 hour early, unless otherwise directed.

This gives you time to check-in and get your display set up without being rushed.

5. Realize that you can expect to see 2 to 15 students.

Remember, EVERY STUDENT COUNTS!

6. Remember: You don’t have to be an expert!

The professional Enrollment Counselors at Cottey will answer questions for students who fill out interest cards.

7. Always follow the National Association for College Admission Counseling (NACAC) rules.

As a member of NACAC, we must follow their guidelines explained above.

8. After the fair, return the inquiry cards to Cottey College, ASAP.

It is EXTREMELY important that we are able to follow up with those students quickly. If at all possible, please scan and email these cards to admit@cottey.edu or mail the cards the following day to Cottey College.

One of the biggest differences between other colleges and Cottey College is the personal attention students get, not only during the recruitment phase, but after they matriculate as students. Feel free to send a simple card saying you enjoyed speaking with them at the fair ... it may go a long way towards reminding students about Cottey.

Attend a High School College Night. Many high schools sponsor college nights. While similar in scope to a college fair, there may be more flexibility in what is allowed in the College’s booth, including promotional giveaways and audio visual equipment. Additionally, a scheduled time for enrollment representatives to give individual presentations about their college or university may be provided. It is always best practice to ask the fair host/organizer of the specific rules governing their specific college night. Follow the guidelines above in accordance with the rules set by the school.

PROMOTIONAL FAQs

Who is a Cottey Student?

A Cottey College student does not fit one particular mold or archetype. She is from any socio-economic background, any academic profile, and any culture. In other words, there is not just one 'type' of student at Cottey College. We highly encourage you to let the young woman decide if Cottey is right for her.

What does Cottey look for in a student?

Students who do well at Cottey are often natural born leaders. You will find they are involved in their community and schools, volunteering and participating in sports or organizations. They often excel easily in school, have support from their family and friends, and have a positive outlook on life. They are adventurous, willing to try something new, and open to opportunity.

If a student doesn't meet the admission requirements, what happens?

If an applicant does not meet all of our admission requirements, we prepare the application file for committee. We will most likely ask the student to supply additional materials, including a personal statement.

What do I need to know about the International Experience? Now for EVERYONE!

Since 2000, Cottey College has been sending its sophomore-level students (28-56 credits), grades permitting, to a European city during the first week of spring break. Past locations include London, Paris, Madrid, Barcelona, Rome and Florence. Cottey pays for the ticket, lodging, and some meals during the week. The student is responsible for her passport, other meals, incidentals, and excursions. Each student is required to attend at least two faculty-led educational modules during the week. Transfer students are eligible to attend the International Experience once they have earned 24 hours at Cottey.

How do campus visits for prospective students work?

Campus visits are coordinated through the Office of Enrollment Management. Depending on the length of the intended visit, the student has the option to stay overnight (at age 16 or older, or a junior in high school) in the suites, attend classes, meet with professors, take a campus tour, eat in Raney Dining Room, and attend campus performances. The student interviews with her Enrollment Counselor and, if desired, has a visit with financial aid.

When I talk to parents, what can I say about student services?

Cottey offers many conveniences on campus at no additional cost to the student. Our health center has a physician on campus frequently for basic health checkups. We offer counseling services, resident assistants, and peer listening. We have an on-campus Service Center where students can post mail and send packages. Our Business Office can cash a check with a Cottey ID. We offer shuttles to nearby events and shopping locales in Joplin and Kansas City. We have an Academic Assistance Center that can assist students with tutoring, graduate school searches, internships, and résumé support. Further, every student is assigned a faculty advisor who is a full time professor at the College.

Will the Admission Office update me on my student's progress?

Because of federal privacy laws, we may or may not be able to share information, depending on the nature of the question. Cottey sends out reports to the s/p/d Cottey Committee Chair upon request. If you have specific questions regarding a student with whom you are working, please contact her Enrollment Counselor. See the 2019-2020 counselor territories at the end of this guide to find who represents your state or province.

What do I need to know about Financial Aid?

Ninety-nine percent (99%) of our students receive some form of financial aid. Cottey offers competitive academic scholarships (based on GPA and test scores) as well as competitive fine arts scholarships, athletic scholarships, and institutional grants. Each state also offers some form of a scholarship for students attending Cottey College.

What is a Legacy Scholarship and what does the student need to qualify?

Legacy Scholarships are for sisters, daughters, granddaughters, nieces, stepdaughters, and cousins of alumnae. She will need to inform us of the relationship.

Brush Up on Your Cottey FACTS

To be an effective volunteer for Cottey College, you do not need to be able to answer every question about the College! You simply need to use your connections and know enough to start the conversation and then refer students to the professional staff for an answer. It always helps, though, to brush up on your Cottey facts. The more frequently and accurately the Cottey College story is told, the more student interest may be generated.

The Power of an All Women's Education at Cottey

As one of a few dozen women's colleges in the United States, Cottey College offers a unique and challenging education for women that should be celebrated and shared.

If a student wants to be in an environment where she feels

- more empowered,
- confident in themselves,
- inspired to get involved,
- part of a close community,

then a women's college, like Cottey College, is a great choice!

Consider the following facts and the decision should be obvious:

- Graduates of women's colleges are more than twice as likely as graduates of coeducation colleges to receive doctorate degrees.
- Nearly half the graduates of women's colleges have earned advanced degrees and 81% have continued their education beyond college.
- Graduates of women's colleges are more successful in careers; they tend to hold higher positions, are happier, and earn more money.

Source: Hardwick-Day (2012). *What Matters After College?* Comparative Alumnae Research Study. Retrieved November 28, 2017, from womenscolleges.org.

Decision Points Regarding College Choice

Every student, when making the decision of which college to attend, considers a variety of attributes. We include the information below to help you frame your discussions with prospective students. We believe that Cottey can be the right fit for any student looking for these aspects of the college experience. We encourage you to explore our website to learn more about how Cottey meets these concerns.

- The Cottey community is **safe, inclusive, and vibrant**.
 - Cottey's campus environment is inclusive and supportive, fostering growth and acceptance for all its students.
 - We are a diverse community with opportunities to attain global awareness in an open-minded, nurturing atmosphere.
 - Cottey College is a place where it's possible to know everyone in every class; to know each instructor; to make real, lasting friendships; and to truly create a student's own incredible future.
 - Cottey's relationship with the Nevada community reflects this welcoming environment.
- Cottey is an arts and sciences college offering **4-year baccalaureate degrees**.
 - We offer Bachelor of Arts and Bachelor of Science degrees in a variety of disciplines. Cottey also continues to offer four Associate degrees. Please see the website for more information.
 - Our curriculum is interdisciplinary, meaning that students learn across different fields of study, giving our students the opportunity to develop a broad knowledge base, increasing adaptability in the workplace and in further studies.
 - With an average class size of 10 students, many opportunities for individualized learning become available. Over 90% of Cottey's faculty members have terminal degree in their field of instruction, in most cases a Ph.D., meaning students have access to true subject experts from the first day of class.
- Cottey College is an **all-women's college**.
 - Following the vision of our Founder, we dedicate our efforts to providing exceptional educational opportunities for women.
 - As a historic all-women's college, we offer a collaborative, involved learning environment where gender does not stand in the way of success. Since its founding in 1884, the mission has never changed: to offer a quality education to women.
 - Specifically informed by Title IX of the Education Amendments of 1972, Cottey is continuing the legacy of supporting a community designed with the success and promotion of women in mind.
- Cottey's curriculum focuses on the **arts and sciences**.
 - At Cottey, a solid foundation in the arts and sciences prepares our students for their future careers and graduate studies.
 - Cottey focuses on educating women to become learners, leaders, and citizens, alongside three important themes within our curriculum: women's leadership, social responsibility, and global awareness, preparing students to deal with the complex, diverse, and changing challenges of today's world.
- Cottey offers **remarkable financial aid opportunities**.
 - *U.S. News & World Report* recognized Cottey as #1 in Best Value Education and #3 in Lowest Student Debt Load at Graduation in 2019.
 - Ninety-nine percent (99%) of our students receive some form of financial aid, with many students receiving support from their s/p/d chapters and local chapters.
 - Scholarship opportunities include academic, athletic, leadership, fine arts, science, and more.

Cottery History

A love of teaching and learning and the realization of the lack of educational opportunities for girls prompted Virginia Alice Cottery's decision to open a school. In searching for a location, she wrote to Southern Methodist ministers across the state, and she was offered six acres of a cornfield on the western edge of Nevada, Missouri, where she could build her school in 1884. The first building was a brick schoolhouse, a structure that still stands today as the center portion of Main Hall. Originally named Vernon Seminary, from its humble beginnings Cottery College has grown to 17 buildings on an 11-block tract with a scenic 33-acre wooded area used for campus gatherings, retreats, and science research.

In 1926, Virginia Alice Cottery Stockard received an invitation to join the Nevada Chapter DW of the P.E.O. Sisterhood. When she discovered the extent of the organization's philanthropic contributions, all dedicated to women, she realized how perfectly Cottery College aligned with the vision and goals of the organization. On the convention platform of the 1927 Convention of Supreme Chapter, Virginia Alice Cottery Stockard presented her life's work to the Sisterhood. After extensive discussion and many questions, it was announced the following morning that a majority of the delegates, realizing the opportunity for greater service, had voted to accept her offer. For over 90 years, the College, its alumnae, and the P.E.O. Sisterhood have worked together to provide women with excellent educational opportunities.

Degrees and Programs

Students have the opportunity to pursue their academic interests in a challenging, yet supportive environment. Course-related internships and study-abroad opportunities give Cottery students the chance to hone and develop their problem-solving skills, flexibility, and creativity, while pursuing their academic interests and passion.

Cottery has academic programs that allow students to earn Bachelor of Arts degrees, Bachelor of Science degrees, and Associate of Arts, Associate of Fine Arts, and Associate of Science degrees. Further, dedication to a curricular core based in the arts and sciences education shows commitment to critical thinking and effective communication, which are essential for success.

Cottery prepares women to succeed no matter what career awaits them and encourages investigation, promotes confidence, and inspires vision.

Cottery College offers (four-year) bachelor degrees in

Biology	Business Administration – Management	Criminology
English	Environmental Studies	Health Sciences
International Business	International Relations	Liberal Arts
Organizational Leadership	Psychology	Secondary Education
Women, Gender, & Sexuality Studies		

Cottery offers minors for baccalaureate students in

Anthropology	Art	Chemistry	Criminology
Dance	English	Fitness Education	French
History	International Relations	Mathematics	Music
Organizational Leadership	Psychology	Spanish	Women, Gender, & Sexuality Studies
Writing			

Cottey offers (two-year) associate degrees, in

Science

Art

Art - Music

Fine Arts degrees with concentrations in Art, Dance, or Theatre

For the most current information, visit: cottey.edu

About the Campus

Cottey College is located in Nevada, Missouri, 90 miles south of Kansas City and 60 miles north of Joplin. Nevada (pronounced Neh-VAY-dah) is a small, rural town in the Midwest, with a population of just under 9,000 and offering a variety of restaurants, types of recreation, a movie theater, and shopping.

Historic **Main Hall**, built in 1884, is the College's original building. Completely renovated in 2002, it currently houses administrative offices, the Service Center, and the Bookstore.

The central place for academic research is the **Blanche Skiff Ross Memorial Library**. Constructed in 1963, it houses extensive collections including the Women's Studies Collection, the Juvenile Collection, and the Popular Reading Collection in addition to music scores, recordings, and movies. All three floors have study tables, easy chairs, private study areas and computers. There is also access to 68 electronic data bases; 40 of which provide full text access to articles.

The **Rubie Burton Academic Center**, built in 1974 and renovated in 1998, is composed of two wings, with academic offices, classrooms, well-equipped science and computer labs, the **Kolderie Academic Assistance Center**, and student and faculty lounges.

The Haidee and Allen Wild Center for the Arts, completed in 1989, provides facilities for the performing arts. It features a 495-seat auditorium, art gallery, recital hall, scenery shop, and costume shop.

The **Judy and Glenn Rogers Fine Arts Building**, built in 2015, was constructed to bring the visual arts, music, and dance together under one roof. Joined to the renovated Neale Hall, it includes studios for the visual arts and practice rooms for the music department as well as classrooms and faculty offices. It is joined to Main Hall by an elevated glass walkway.

Other facilities include **Hinkhouse Center, built in 1971 and renovated in 1992**, home of the Chellie Club, a gymnasium, a heated swimming pool, a fitness center and classrooms; a non-denominational 480-seat **Chapel (1956)**; **The Helen and George Washburn Center for Women's Leadership**, acquired in 1998 is home to the Serenbetz Institute for Women's Leadership, Social Responsibility, and Global Awareness; and the **B.I.L. Lodge (1966)**, located eight blocks south of campus.

Cottey offers apartment-style suites in three residence halls, **Reeves, Robertson, and P.E.O.** The suites include single and double bedrooms, a common living area, bathroom, and kitchenette equipped with a microwave oven, hot plates, and refrigerator. Computer suites in the residence halls, along with wireless Internet, ensure computer access for all students.

The Cottey Community

Cottey College welcomed its first international student in 1887. In the late 1940s, Cottey president Dr. Blanche Hinman Dow made a commitment to increasing the College's international student population. From that time onward, Cottey began being referred to as a "college of world friendship." Students come to Cottey College from all segments of society, different cultures and countries, and representing varying value systems and life experiences. In Cottey's nurturing and supportive environment, students learn what it means to be citizens of a local community and of the world. The College's International Education Coordinator serves as the primary point of contact for the international students.

Our student body typically represents more than 40 states and 25 countries. Our students experience small class sizes with a 10-to-1 student-to-faculty ratio. More than 90 percent of Cottey's faculty members hold terminal degree in their field, in most cases, a Ph.D. Individually and in collaboration with students, Cottey College faculty regularly publish and present in national venues.

Cottey College's **Office of Disability Services** is committed to promoting student success through the development of self-advocacy and personal independence skills. No otherwise qualified person will be excluded from college programs or activities or subject to discrimination in any arena based on disability. Disability services ensures full integration and participation of people with documented disabilities and works across campus departments, personnel, and offices to provide qualified people with reasonable and effective accommodations for success.

Career services offered to Cottey students include self-directed career assessments, career classes, networking events, career fairs on and off campus, graduate school application assistance, a professional development clothes closet, mock interviews, individual consultation on resumes and cover letters, and individual career counseling. Students are encouraged to take advantage of the career services available to them at Cottey College.

Internships and volunteering are a great way to get early job experience, as well as make valuable networking connections. Internships are available throughout the year with a variety of businesses, organizations, and non-profit agencies. A successful internship provides students with an opportunity to apply their classroom learning to the workplace. Employers and graduate schools value students who have put classroom concepts and skills to work in a real world environment as being both realistic and productive. An internship database is available in the Kolderie Center with information on both established and potential internships for Cottey students. Past internships include Nevada Regional Medical Center, Nevada Daily Mail, Missouri Veteran's Commission, Nevada Police Department, Missouri Probation and Parole, Missouri Department of Social Services Children's Division, Wilkinson's Pharmacy, Nevada R5 School District, and Nevada Housing Authority. Cottey students have participated in internships with national and international corporations as well.

Co-curricular Activities

The Cottey College community is diverse, inclusive, and vibrant. Cottey College offers student life activities that engage and retain students. All members of the community may find clubs, organizations, and intramurals that interest them whether their passions are academic or athletic in nature, lean toward cultural or recreational pursuits, involve social activism, or are centered on religion or service activities. Students find ways to be involved and stay involved as they create, build, and support the Cottey community together.

Cotley College offers cross-country, track, volleyball, basketball, softball, and golf in its intercollegiate sports program. Cotley is a member of the National Association of Intercollegiate Athletics (NAIA), a four-year athletic organization.

Cotley has more than 40 clubs and organizations on campus. Students are encouraged to participate in the areas of their interest and to volunteer in the surrounding community. The leadership opportunities are tremendous for students because of the variety of organizations. Special on-campus performances featuring nationally and regionally recognized performers, as well as off-campus visits to various museums, social, and cultural events, are scheduled throughout the year.

Student Visit Opportunities

At Cotley, *seeing is believing*. Our research shows that students who visit campus are the most likely to apply, deposit, and enroll in classes. Your encouragement can make all the difference! Tell students about the importance of a visit, help them gain access to the P.E.O. state travel funds/vouchers, or load up a van or a bus of students to bring to a "C" For Yourself! Prospective students need to visit campus!

The different types of visit events are listed below.

1. "C" FOR YOURSELF!

"C" For Yourself! is intended to be informative, casual, relaxed, and fun! Current students, faculty, and staff will welcome students, answer their questions, and encourage them to join our college community. "C" For Yourself! events are offered in October, and April. Prospective students will have the opportunity to tour campus, stay overnight in the suites (optional), enjoy meals in Raney Dining Hall and meet current students, faculty and staff. Registration for CFY can be completed on-line or by contacting Enrollment Management at (417) 667-6010. *There is no registration fee for the student. If she chooses to stay overnight, a \$15 fee per night will be assessed, which includes meals. Guest registration is \$10 per person. Guest accommodations are available off-campus.*

2. ASPIRING WOMEN LEADERS & SCHOLARS DAY (only for invited accepted high school seniors)

Aspiring Women Leaders and Scholars Day is an invite-only event held in November where academically qualified students will be able to compete for scholarships, up to the cost of full tuition. Just for participating, students will be guaranteed to receive no less than \$10,000 per year for four years (\$40,000 over four years). Multiple scholarships will be awarded.

3. SHOW ME COTTEY (only for local area high school students)

Show Me Cotley is a special event for local area high schools within the 75 mile radius of Nevada. High School counselors can contact Enrollment Management to arrange a visit day for their high school girls to come to campus. The day's festivities include a campus tour, admission and financial aid meeting, and lunch in our Raney Dining Room. Cotley College will provide transportation to and from the school, chartering students in our Cotley bus, at no charge to the school/students. It is a great opportunity for students, counselors, and teachers to experience a college campus in a quick day-trip fashion.

4. CUSTOMIZED VISITS AND CAMPUS TOURS

If the student prefers a more comprehensive look into the life at Cotley, we offer customized visits. These tours may include visits to classes; meetings with faculty, coaches, and staff; meals with current students, all based on specific interests and needs. Weekend appointments are available, upon request.

5. SUMMER WORKSHOP

Cottey's Summer Workshop is a week-long summit on leadership, skill building, and knowledge gathering for the leaders, the game changers, and the barrier breakers. The workshop is dedicated to providing an environment where girls are encouraged to have fun while discovering how to succeed in today's fast paced world. The workshop is offered to ambitious high school girls entering their junior or senior year the fall following the Summer Workshop. In addition to receiving an edge over peers through interactive courses led by college professors and the opportunity to experience college life pre-graduation, all Summer Workshop attendees who enroll at Cottey College will be awarded an automatic \$3,000 annual scholarship- that's a \$12,000 scholarship for use at Cottey!

A FEW THINGS TO NOTE:

*In order to stay overnight in a Cottey residence hall, students must be at least a junior in high school or 16 years of age. She'll also be required to submit an on-campus release form signed by a parent or legal guardian. **You can read more about upcoming visit events, any fees associated with them, and register online for events at: cottey.edu/visit***

Travel Funds

Many regions have a Travel Fund available through the P.E.O. Sisterhood state/province/district (s/p/d) chapter for students who are interested in visiting campus but have limited financial resources. Each s/p/d utilizes this fund in different ways – allowing students to apply for a travel voucher for an individual visit, loading up a bus or van of students to bring for a visit event weekend, or by reimbursing P.E.O.s who bring students to campus themselves.

When a student spends time on campus, she sees the opportunities available for her; she has a chance to speak to professors, staff, and current students; and she can visualize herself here – belonging at Cottey.

SO HOW CAN YOU HELP?

Make Travel Funds available to students and their families! Make sure your Cottey Enrollment Counselor knows about your s/p/d voucher and how students can apply for them so she can communicate the process with students from your state.

Bring a van or a bus to a visit event weekend! We have several large visit events every year—one in the fall, one in the spring ("C" for Yourself!), as well as the week-long Summer Workshop—that are perfect for bringing students to campus! This is a great opportunity to build relationships with students from your states, as well as see your Travel Fund in action! If these dates don't work for you, check our list of other visit events (see Student Visit Opportunities) or speak with your Enrollment Counselor to schedule your own visit day.

ADMISSION AND FINANCIAL AID REFERENCE GUIDE

APPLYING to Cottey College

Cottey's admission policy is consistent with board policy, consistent with state and federal law, and specifically informed by Title IX of the Education Amendments of 1972, which allows for single-sex admission policies in institutions of higher education that have historically served women. This policy affirms Cottey's proud historical tradition as a women's college and its legacy of providing a community specifically designed for women.

As a historic women's college, Cottey College considers for admission those applicants who indicate a legally assigned sex of female on their application. With regard to admission, Cottey relies upon the information provided by each student applicant. In cases where supporting documentation does not reflect an applicant's legally assigned female sex, Cottey College may request additional information. Cottey applies the same admission standards and criteria to all applicants. In reviewing applications, Cottey performs a holistic assessment using GPA, test scores, recommendations, activities, goals, and character. Overall, the College seeks to admit students whose interests and aspirations match the opportunities provided by Cottey and who will contribute to Cottey's unique educational environment.

ADMISSION REQUIREMENTS

Students must have **at least** a 2.6 GPA and a **minimum composite** score of 21 on the ACT or a 1060 on the SAT (combined math and critical reading). Students must be taking a college preparatory curriculum at their high school – meaning they will have 4 years of English, 2 years of the same foreign language, 3 years of mathematics, 2 years of science, and 2 years of history and government.

Students who have been homeschooled and have completed high school graduation requirements under a homeschool program may be considered for admission. In addition to the application for admission, application fee and test scores, the Office of Enrollment Management may also ask for a portfolio detailing all high school work completed (including courses studied, textbooks, assignments, extracurricular activities and writing samples). The student may also be required to furnish proof that home schooling requirement within her state of residence have been satisfied. Home-schooled students who have received a General Educational Development test (G.E.D.) may also be admitted to Cottey. Copies of the G.E.D. Scores as well as an official copy of the certificate will be required.

APPLICATION TO COTTEY

Students may apply to Cottey College as early as April of their junior year. For seniors, December 31 is the priority application deadline. Applications are accepted on a rolling basis, but applicants are encouraged to apply as soon as possible to maximize scholarship opportunities.

To apply, go to cottey.edu/apply

What you need to know about FINANCIAL AID

Financial aid programs at Cottey College include federal, state, institutional and external resources. Eligibility for aid is determined on the basis of financial need, academic ability and/or special abilities, including athletics, and fine arts. The four types of financial assistance are grants, scholarships, loans, and work programs. Approximately 99% of the student body receives assistance from at least one of these sources. Every student's circumstances are different, so it is important to not make promises to students regarding scholarships and aid.

Here are some important pieces of information that a volunteer should know as they assist students and families throughout the financial aid process.

- Most families will be expected to pay for part of the educational costs with money from their earnings and/or savings. **Never tell a student that she will not have any out-of-pocket costs.**

- Cottey students are not fully funded through the Sisterhood. While Cottey is a debt-free institution, over half of the operating budget comes from tuition, room and board, and fees.
- Students must be accepted for admission at Cottey before their eligibility for financial aid can be determined.
- Cottey offers academic scholarships for students with at least a GPA of 2.6 and an ACT score of 21 (SAT: 1060). Scholarships range from \$8,000 to \$14,000.
- After a student has been accepted for admission, her ACT/SAT score and her cumulative high school GPA will be reviewed to determine eligibility. Not all students receive an academic scholarship.
- Cottey offers competitive Fine Arts Scholarships in art, dance, music, and theatre, as well as science, and leadership. Accepted students can submit the application by February 1.
- Cottey offers volleyball, basketball, softball, golf, cross country and track scholarships. Interested students should contact the coach for their sport.
- All students should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 of the student's senior year at fafsa.ed.gov. Cottey's school code for the FAFSA is 002458. Cottey College's priority deadline for completing the FAFSA is February 1. The result of the FAFSA is used to determine the student's eligibility for need-based aid.
- Cottey has a student employment program whereby students can work on campus and earn a monthly paycheck. Jobs are awarded through the financial aid office to need-based students, as funding allows.
- Students should apply for private scholarships through P.E.O., their high school, local community organizations, businesses, churches, foundations, etc.
- Grants are often an important part of financial aid for our students. Grant awards, which are different than merit-based or competitive scholarships, and are not repaid, and are awarded based on financial need. A student is awarded a grant based off information from her FAFSA.
- Student loans are a form of financial aid. Most students will need to borrow funds through the federal student loan program in order to help pay for college. Parents can also apply for Federal PLUS Loans to help pay for college for their children. The student must complete the FAFSA before the College can determine eligibility for these loans. Please note: loans are considered as part of the student's financial package and are awarded based on need. A student/family's unwillingness to borrow money does not increase their calculated need.

STUDENT ADMISSION TIMELINE

The Office of Enrollment Management often works with a prospective student for 12-18 months, sometimes longer. Below is a typical timeline to show how the recruitment flow evolves. This timeline is also available at cottey.edu/admission/timeline-and-deadlines.

For students:

April / May / June (summer before senior year)

- Students submit their admission application online

July / August

- Submit
 - High School Transcript
 - Official Test Scores – ACT, SAT

September / October

- Retest – If a student didn't get the score she was expecting on her SAT/ACT, now is the time to schedule another test!
- If they've already applied and been accepted, deposit! The \$125 non-refundable tuition deposit guarantees a spot in the upcoming fall class and gives housing priority.
- VISIT! There have many opportunities to see campus in the fall, including "C" for Yourself!
- Begin filling out external (non-Cottey) scholarship applications.
- October 1: Families can begin the financial aid process by filling out the FAFSA. Have the results sent to Cottey. Cottey's FAFSA Code: 002458

November / December

- After the fall semester of high school, send Cottey new transcripts, as well as any new test scores.
- Make connections with the P.E.O. Chapter who is the sponsor for the student and the state's scholarship. Contact an Enrollment Counselor for more details!

January

There's still time to apply!

February / March

- February 1 is the deadline for Cottey's Fine Arts, Women in Science, and Aspiring Women Leaders scholarships.
- P.E.O. scholarship deadlines vary by state. Students should be communicating with their Cottey Enrollment Counselor and P.E.O.s who are helping them through the process.

April

- Deposits and housing paperwork are still being accepted. Be sure to send them in early. Remember, an early deposit means housing priority!
- Health Forms are sent to deposited students. The student should submit these forms ASAP for a smooth transition into Orientation this fall.
- Reply to the Financial Aid Award Letter to accept aid.
- Applications are still being accepted!
- Register for classes
- VISIT! Just can't get enough? Cottey has plenty of opportunities to visit, including "C" for Yourself!

May / June / July

- Submit final high school transcripts upon graduation. If applicable, submit transcripts for college credit received.
- Late applications are still being accepted.
- Housing Assignments are sent to deposited students in July.
- Registration for classes is ongoing.

August

New Student Orientation: Students move in, register for classes (if not already registered), and get everything lined up to begin life at Cottey College!

STAR Scholarship

At Cottey, we realize we're not the only project the Sisterhood supports through its philanthropy. However, an opportunity exists to combine your efforts and support not one, but two, projects at once.

The P.E.O. Sisterhood began the STAR Scholarship in 2009. According to the P.E.O. International website, 4,334 scholarships have been awarded from 2009 through the 2019-20 academic year. Of those recipients, 20 have attended Cottey. Let's keep working to make this number even higher!

"The P.E.O. STAR Scholarship is a highly competitive onetime \$2,500 scholarship recognizing graduating high school senior women who demonstrate outstanding leadership, academic achievement, extracurricular activities, and community service and who plan to pursue full or part-time post-secondary education in the United States or Canada beginning in the fall following their high school graduation" (P.E.O. International).

This description is listed on the P.E.O. International website as the purpose of the STAR Scholarship. When you compare this to the mission statement from Cottey, printed below, it only makes sense that recruiting for STAR and recruiting for Cottey go hand in hand.

"Cottey College, an independent liberal arts and sciences college, educates women to be contributing members of a global society through a challenging curriculum and a dynamic campus experience. In our diverse and supportive environment, women develop their potential for personal and professional lives of intellectual engagement and thoughtful action as learners, leaders, and citizens."

We realize that not all STAR nominees are going to be the right fit for Cottey. However, we encourage you to let the student decide for herself. Present her with details about our leadership programs, encourage her to visit campus, maybe even visit campus with her! We know that chapters are very proud of their STAR nominees and their accomplishments. We would like for those students to be introduced to Cottey from the very beginning of the application stage. A student who is nominated for STAR is a student we would love to have at Cottey. The next time you're thinking about nominating a student, bring along some Cottey information. It's an opportunity for spreading not only financial assistance, but an incredible future as well.

P.E.O. Scholarships

P.E.O. Scholarships are a major source of financial support for our students at Cottey College. Many students wouldn't be able to have the Cottey experience without the generous scholarships given by P.E.O.s across the United States and Canada every year.

After a student has been accepted, it is the Scholarship Chair's responsibility to contact that student with an application for your s/p/d scholarship. After the deadline, scholarships are divided among students based on each s/p/d's particular requirements.

Once scholarship amounts are decided, it is the Scholarship Chair's responsibility to send detailed information to the Financial Aid Office as soon as possible. The Financial Aid Office will then distribute

award packages to our students – **it is essential that these award packages go out as early as possible so students can compare award packages from different schools and make their decision.**

If any detail of your s/p/d scholarship changes, it is very important to send that information to the Financial Aid Office as quickly as possible. We try to keep an updated record of all s/p/d scholarship information to better assist our students.

RESOURCES ON COTTEY'S WEBSITE

The Cottey College Office of Enrollment Management is open Monday-Friday, 8:00 a.m.-5:00 p.m. (CST) and on weekends by appointment. Volunteers are also encouraged to bookmark cottey.edu, as the website is an excellent resource to answer many common questions. In addition, here are some quick links that may also be helpful.

cottey.edu/apply

Link to the admission application

cottey.edu/appfee

Pay the application fee using this link.

cottey.edu/visit

Find out about visit events and register online.

cottey.edu/deposit

Use this link to pay the tuition/housing deposit. The \$125 Tuition Deposit Fee secures a student's spot for the upcoming fall semester and gives housing priority. Encourage your prospective students to deposit as soon as they make their final decision.

fafsa.ed.gov

The FAFSA is an important tool in financial aid. While many families feel that they may not qualify, it is helpful to our Financial Aid office that it gets completed. We want to give the best aid package available and this is possible through the FAFSA. It is available after October 1 each year.

cottey.edu/athlete

Do you have a student interested in intercollegiate athletic competition? Have her complete this form. It is sent directly to the coaches and is a great way to get noticed.

Contact Us

Office of Enrollment Management

Office Phone Number: 417.667.8181

General email: admit@cottey.edu

David Heringer – Vice President for Enrollment Management

dheringer@cottey.edu 417.667.8181 ext. 2238

Angela Moore – Director of Enrollment Communication and Research

amoore@cottey.edu 417.667.8181 ext. 2239

Territory: International students

Stephanie Grgurich – Enrollment Outreach Coordinator

sgrgurich@cottey.edu 417.667.8181 ext. 2233

Coordinates the enrollment volunteer effort.

Mikayla McGoldrick – Enrollment Counselor

mmcgoldrick@cottey.edu 417.667.8181 ext. 2167

Territory: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas; transfer students.

Madeline Culbertson – Enrollment Counselor

mculbertson@cottey.edu 417.667.8181 ext. 2138

Territory: Connecticut, Delaware, Illinois, Indiana, Iowa, Kentucky, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, Virginia, Washington D.C., West Virginia, Wisconsin

Maggie Shouse – Enrollment Counselor

mshouse@cottey.edu 417.667.8181 ext. 2133

Territory: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Theresa Lee – Assistant to the Vice President for Enrollment Management

tlee@cottey.edu 417.667.8181 ext. 2238

Inquiry Lists, Application Statuses, Communications

Jeane Fahle – Campus Visit Coordinator

jfahle@cottey.edu 417.667.8181 ext. 2107

Campus Visits, Bus Trip Information

Sherry Pennington – Director of Financial Aid

spennington@cottey.edu 417.667.8181 ext. 2192

State Scholarship Information & Updates

Kaitlyn Russell – Financial Aid Counselor

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Office of Alumnae Relations

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