

COTTEY

COTTEY COLLEGE

POLICIES AND PROCEDURES

When Virginia Alice Cottey signed over the ownership of Cottey College to the P.E.O. Sisterhood in 1927, she noted that the aims and goals of Cottey were similar to those of the Sisterhood.

Cottey's mission statement reads: "Cottey College will educate qualified women in the arts and sciences to prepare them for transfer to programs beyond the associate's degree by enhancing their intellectual ability, their store of knowledge, their personal skills and thereby their capacity for contribution to society and their chosen ends."

Two very important ways the P.E.O. Sisterhood helps Cottey are by recruiting new students and contributing scholarships.

3. involvement in high school and community activities,
4. and, in some instances, a personal interview or written personal statement.

Most Cottey students rank in the top quarter of their high school graduating class and almost 90 percent are in the upper half. A student interested in applying to Cottey should:

1. take the ACT Assessment Test (ACT) or the Scholastic Assessment Test (SAT) of the College Entrance Examination Board in either the spring semester of her junior year or fall semester of her senior year, (She should request that an official copy of her scores be sent to Cottey.)
2. submit the application for admission along with a \$20 nonrefundable application fee,
3. ask her high school counselor to mail an official copy of her high school transcript with cumulative grade point average directly to Cottey's Office of Enrollment Management.

Once all of these items are received, the application file is complete. The enrollment management staff and admission committee then evaluate all of the components of the application file and make a decision about acceptance.

The student is then notified of her status. Cottey has a "rolling" admission process. This means that a student may apply at any time of the year and be notified of her acceptance, usually within two weeks after completion of her application file, until maximum capacity is reached.

If a student is accepted, she is asked to send an advance payment of \$100 to reserve her place in the student body and confirm her place in a suite. The advance payment is credited to the student's tuition account.

Accepted students who indicate on their application that they are interested in receiving financial assistance will be sent application information.

The state scholarship and Cottey chairman from the accepted student's home state will be notified promptly of acceptance for scholarship purposes.

How Can You Help?

P.E.O. is vital to Cottey's admission effort. Cottey College is fortunate to have the potential of over 250,000 members in a recruitment network that spans the continent. There is no other college in the United States that has an organization of such magnitude as the P.E.O. Sisterhood willing to serve as contacts for potential students.

RECRUITMENT

The Enrollment Management Staff

The Office of Enrollment Management is a professional staff charged with an enormous responsibility—to recruit high quality students for Cottey who will have a successful college experience. The enrollment management staff consists of the dean of enrollment management, a coordinator of financial aid, five admission representatives and support staff members. The enrollment management staff spends countless hours on the road in different states representing Cottey at college fairs, visiting high schools, speaking at P.E.O. functions, and conducting workshops. While on campus, the representatives work days and evenings phoning and writing prospective students and applicants. In addition, each one has individual campus responsibilities.

The Admission Process

A student's admission is based on a complete evaluation of:

1. academic performance in high school (classes taken, grades earned, honors courses, or advanced courses completed),
2. ACT or SAT scores,

There are various tools available to help you understand your link to Cottey. The P.E.O. and Alumnae Recruitment Handbook is available at no charge upon request of any P.E.O. member or chapter who needs more information on how to help Cottey with recruitment. Major sections of the handbook cover representing Cottey at a local college fair, conducting a high school visit in your local area, and organizing a prospective student gathering in your community. It is a step-by-step manual that also gives P.E.O. members valuable information about Cottey. It includes evaluation forms for recruitment activities in which you participate. Please contact Cottey's Office of P.E.O. Relations if you would like a copy.

P.E.O. members need to be informed so they can promote the College and be on the lookout for academically talented young women who may benefit from the advantages offered by Cottey. The student referral forms are designed specifically for this use. If you submit young women's names, addresses, phone numbers, high schools they attend, and years of high school graduation, Cottey's admission staff will follow up on your behalf. If you need some of these forms, contact your area chairman, download the forms from Cottey's Web site (www.cottey.edu), or contact the College by mail, telephone, or e-mail.

QUESTIONS STUDENTS MAY ASK YOU ABOUT COTTEY...

Is it easy to transfer from Cottey after two years?

Yes. Cottey is a springboard from which students can transfer to places they might not have considered at the start of their college careers. Cottey is accredited by the North Central Association of Colleges and Schools and gears its curriculum to the transferring student. Academic advisers work closely with each student to plan her courses in accordance with her goals after Cottey, and the transfer and career planning coordinator assists students in finding the best transfer school.

What degrees does Cottey offer?

Cottey offers the Associate in Arts and Associate in Science degrees.

Where is Nevada?

Nevada is a town of 9,000 people in Missouri, located 100 miles south of Kansas City, 60 miles north of Joplin, and 90 miles from Springfield, Missouri.

What are Cottey's admission requirements?

The Office of Enrollment Management evaluates students on an individual basis, taking into account high school curriculum, grade point average, ACT or SAT scores, and extracurricular activities. The office wants to make sure that Cottey is right for the student and that the student is right for Cottey. Students who enjoy learning and being active in their school are particularly sought after at Cottey.

How big are the classes?

The average class size is 13 students. The student:professor ratio is 10:1. Our small class sizes mean that students are active participants in their education. Students will know their professors and the professors will know them. Personal attention is Cottey's trademark.

What does "liberal arts" mean?

Generally speaking, it means a broad-based education emphasizing a wide range of subject areas in the humanities, social sciences, fine arts, mathematics and natural sciences. Students who receive a liberal arts education are better able to adapt to job and career changes that they inevitably face in their lives. A liberal arts education is training for life.

What are the "dorms" like?

Cottey students do not live in typical "dorm" rooms. Our residence halls are divided into apartment-style suites, which consist of double and single bedrooms connected to a living room area, kitchenette, and large bathroom. An average of ten students from different states and countries live together in one suite.

What kind of student goes to a women's college?

Women's college students are unique individuals who are independent, open-minded, and willing to try new and challenging things. They want more than what typical coeducational institutions offer. Many students choose women's colleges because of the leadership opportunities. Cottey offers many opportunities for leadership development through seminars, campus activities, and special programs.

What sports does Cottey offer?

Cottey competes intercollegiately in basketball and volleyball and is a member of the National Junior College Athletic Association (NJCAA) Division II. Cottey also offers classes in different sports, such as bicycling, scuba diving, swimming, volleyball, basketball, and tennis. The Cottey Intramural Association (C.I.A.) has an active intramural athletic schedule offering competitive sports activities.

What is the social life like at Cottey?

The activity level is set by each student. Many are involved in drama, music, leadership development, dance productions, clubs, and student government. Every student is a member of one of the four traditional societies. Many social events are planned by student organizations, as well as the College, throughout the year. Coed colleges are located nearby in Joplin, Springfield, and Kansas City, Missouri; and Pittsburg and Fort Scott, Kansas. Their students are invited to Cottey events, and Cottey students are invited to theirs.

What kind of scholarships and grants are offered?

More than 95 percent of our students receive some form of financial assistance. Cottey students may receive financial assistance from any or all of four sources:

1. Cottey institutional assistance (grants, academic scholarships, etc.).
2. Federal need-based assistance.
3. P.E.O. state scholarships and grants. Criteria vary from state to state.
4. Other external scholarships such as Rotary, DAR, etc.

Can I visit Cottey's campus?

Please do! The Office of Enrollment Management wants students to come to the campus. Students should pick a time that is good for them and let the enrollment management staff know two weeks in advance, if possible. There are some times when visiting isn't ideal (during mid-terms and final exams, holidays, etc.), so advance notice will help prospective students avoid any conflicts. Cottey offers several designated weekends for prospective student visits. "C" for Yourself! weekends are held in the fall and spring and

are opportunities for students to visit in a group, meet professors and current students, and spend the night in a suite. "Cottey Fridays" are held twice in the fall and once in the spring. Students stay overnight in a suite, meet current students, attend a class, and meet with professors. For more information on the "C" for Yourself! weekends or "Cottey Fridays," contact the Office of Enrollment Management.

Does Cottey have a Web site?

Students are strongly encouraged to visit Cottey's Web site at www.cottey.edu. Students may apply online, or download a printable version of Cottey's application for admission. For students who apply online, there is **no** application fee. E-mail links to different offices on campus make it easy for students to contact the College and get answers to specific questions.

Encourage and help prospective students considering Cottey to visit the campus

A campus visit is the best way for a student considering Cottey to understand what Cottey will be like for her. While on campus, she may stay in a suite, eat in the dining room, visit classes, speak with professors, tour the campus, and visit with admission and financial aid staff. She might also visit with the College President. The Office of Enrollment Management would like one to two weeks' notice to arrange a visit for the student.

When is the best time to bring a group of students (bus or plane trip) to the campus?

Cottey loves to see state P.E.O. organizations bring busloads of students to the campus. The best months for a visit are October, November, March, and April. These are the times of year that high school students are especially searching for colleges. Mid-term and final exam weeks are not good times to visit Cottey. Cottey students are our best ambassadors for the College; therefore, we want them to have the time available to visit with and host prospective students. If you want to check the schedules at Cottey, phone or write the Office of Enrollment Management and they will help you arrange your trip.

SCHOLARSHIPS

P.E.O.s can help Cottey by funding scholarship gifts, which can be made by individuals as well as by local, state, district, and provincial chapters, P.E.O. groups, and reciprocities. Checks should be made payable to Cottey College and can be remitted to local, state, district, or provincial treasurers for forwarding to Cottey, or sent directly to Cottey College.

There are several types of scholarship gifts.

Unrestricted scholarship gifts are not restricted in any manner nor to any specific individual. These are added to the General Endowed Scholarship Fund. The principal of this fund is held in perpetuity and the earnings provide numerous scholarships for students attending Cottey College.

Restricted scholarships are scholarships restricted to geographic areas or academic disciplines. Those received prior to December 31 are awarded to qualified students in the following fall semester. For donors, unrestricted and restricted scholarship gifts are deductible for federal, state, and gift tax purposes. Individual gifts may be eligible for matching funds through the donor's employer if the checks are made payable to Cottey College.

Designated scholarships are scholarships which name a specific individual to whom the scholarship is to be awarded. Donors should notify the College of these before April 15 and fund them by August 15. Designated scholarship gifts are **not** tax deductible because they are considered gifts to individuals, rather than gifts to qualified charities.

All unrestricted and restricted scholarship gifts should be made payable to Cottey College and sent to the Office of Institutional Advancement. Designated scholarship gifts should be made payable to Cottey College and sent to the Office of Financial Aid.

Questions about scholarships or other gift opportunities may be directed to the Office of Institutional Advancement at Cottey College, (417) 667-8181, ext. 2120.

To send mail to the Office of Enrollment Management, the Office of Institutional Advancement, or the Office of Financial Aid, please indicate the appropriate office along with the College's general mailing address: Cottey College, 1000 W. Austin, Nevada, MO 64772.