



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

COMPLETE THE APPLICATIONS PROCESS APRIL 2025

SITE COORDINATOR TOOLKIT



As seniors enter the final months of their high school journeys, many of them have yet to take important steps toward their postsecondary goals. With this in mind, we encourage you to check in with your seniors during the month of April to help them Complete the Applications Process.

The resources in this toolkit align with the three action steps identified by MUS College Access:

- APPLY to college, career, and service opportunities
- AID through financial support resources
- ACT by committing to future plans

MONTANA ARC OF EVENTS 2024-25



APPLYING TO MONTANA'S COLLEGES AND UNIVERSITIES

Public institutions (Free application at Apply Montana)

- MONTANA STATE UNIVERSITY
- GALLATIN COLLEGE
- UNIVERSITY OF MONTANA
- MISSOULA COLLEGE
- BITTERROOT COLLEGE
- MONTANA TECHNOLOGICAL UNIVERSITY
- HIGHLANDS COLLEGE
- MSU BILLINGS
- CITY COLLEGE
- UM WESTERN
- MSU NORTHERN
- GREAT FALLS COLLEGE
- HELENA COLLEGE
- FLATHEAD VALLEY COMMUNITY COLLEGE
- MILES COMMUNITY COLLEGE
- DAWSON COMMUNITY COLLEGE

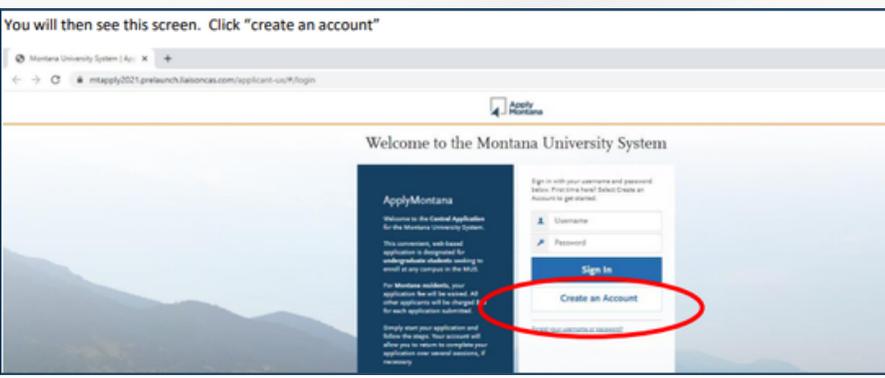
Private and Tribal Institutions (Respective application pages linked)

- [CARROLL COLLEGE](#)
- [UNIVERSITY OF PROVIDENCE](#)
- [ROCKY MOUNTAIN COLLEGE](#)
- [SALISH KOOTENAI COLLEGE](#)
- [LITTLE BIG HORN COLLEGE](#)
- [CHIEF DULL KNIFE COLLEGE](#)
- [FORT PECK COMMUNITY COLLEGE](#)
- [AANIHH NAKODA COLLEGE](#)
- [STONE CHILD COLLEGE](#)
- [BLACKFEET COMMUNITY COLLEGE](#)



Beginning July 1, 2025, Montana residents will have to use the Apply Montana application portal for all public institutions.

A refresher on the current application can be found at mus.edu/college-access/files/Apply_Montana_Prep_Sheet.pdf.





APPLY AID ACT

UTILIZING APPLY MONTANA

Apply Montana is the one-stop application portal for Montana's 16 public colleges and universities. Apply Montana is the most efficient way for Montana students to apply to college, but it has much to offer beyond the application...

Discover What's Here

- 40,000+ Students
- 16 Colleges
- 1 Application

Both prospective students and those supporting them can access tools to refine the search for the right school and program at applymontana.mus.edu.

What best describes you?

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

The career pathway page is a great way to connect career outcomes to the education they require.



Where Education Creates Outcomes

Higher learning can advance your career — and support your lifestyle. Find the best fit for you.

67%*
Earnings increase
Difference between bachelor's degree and high school degree

5**
Months of work
Time until a post-secondary certificate pays for itself

[Explore Outcomes](#)

UTILIZING APPLY MONTANA

Students can specify the location, industry, salary, and study time for a given career.

Apply Montana will also recommend relevant high school courses to support each career and list colleges with relevant degree programs.

Once in a specific career pathway on Apply Montana, work-based learning and dual-enrollment options are also suggested.

Explore Career Interests

Education creates outcomes. Find out which career speaks to you, and see what it'll take to get there.

Career Preferences 1. Location ✓ + 2. Industries ✓ +

FILTERS		AVG SALARY	STUDY TIME
Search Job Titles	Foresters → North Central	\$59k	4yrs
Minimum Salary	Fish and Game Wardens → North Central	\$52k	4yrs

Automotive Service Technicians and Mechanics

AVG SALARY	STUDY TIME
\$45k	1yr

HELPFUL HIGH SCHOOL COURSES	PROGRAMS TO CONSIDER
<ul style="list-style-type: none"> • Driver's Ed • GIS • Electronics • Computer Aided Design (CAD)/Solidworks • Automotive • Small Engines • Welding • Geometry • Physics • Senior Year Math • Additional Info 	<ul style="list-style-type: none"> • Automotive Technology Miles Communi • Automotive Technology City College

Helpful High School Courses +

College Major Options +

Work-Based Learning Options -

- Job Shadow
- Attend College-Industry Events (e.g. TekNoExpo at MSU Northern, Manufacturing Day at Gallatin College, Women in Gear at Helena College, Industrial Expo at Missoula College)
- Billings Career Center Internship in Transportation Logistics
- Pre-Apprenticeships
- Summer/Part-Time Job
- Business Tours

Back to top

Career Options +

[Explore Dual Enrollment Options](#)

APPRENTICESHIPS

Students can explore this Department of Labor program, which lists work-based learning opportunities by county, location, and sponsor.

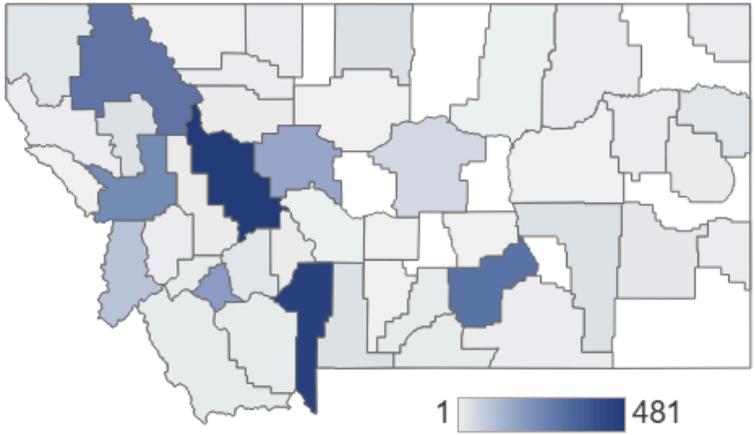


Montana's Registered Apprenticeship Program

Sponsors Apprenticeships

2,672 Apprenticeships in 2025

Apprentices work throughout Montana as shown on the map. Filter by year to see how they have changed over the last three years.



Filter the Map to the Right

2025 [Slider] [Left Arrow] [Right Arrow]

Select a county on the map to filter the occupation list below. Tap outside the map to deactivate this filter. Use the sort dropdown to sort the list.

Sort the Apprenticeship List Below

Active Apprenticeships [Dropdown Arrow]

SERVICE PROGRAMS

Through the Governor's Office of Community Service, ServeMontana offers numerous AmeriCorps Programs in which students can gain valuable postsecondary experience on their way to college or career goals.



<p>AgCorps AmeriCorps State Programs in Montana</p> <p>AgCorps improves the capacity of partner organizations to meet their mission, grow collaborations, provide effective programming, and create resilient, healthy, and engaged communities in Montana. This program is designed to serve rural and underfunded school districts in Montana by increasing their access to Ag literacy.</p>	<p>Big Sky Watershed Corps AmeriCorps State Programs in Montana</p> <p>Big Sky Watershed Corps members contribute their innovation and skills to watershed organizations across Montana and mobilize volunteers to improve at-risk ecosystems at the headwaters of our nation's greatest rivers. Big Sky Watershed Corps is a partnership with the Soil & Water Conservation Districts of Montana, Montana Conservation Corps, and the Montana Watershed Coordination Council.</p>	<p>FSH HEALTH CORPS AmeriCorps State Programs in Montana</p> <p>Family Scholar House (FSH) members complete credentialing coursework that will enable them to transition to a career as part of the healthcare workforce across Montana, strengthening the healthcare workforce pipeline, filling critical job shortages, and improving the economic well-being and security of AmeriCorps Members, their families, their communities, and the state.</p>	<p>Justice for Montanans Project AmeriCorps State Programs in Montana</p> <p>Justice for Montanans (JFM) AmeriCorps members empower low to moderate-income Montanans to advocate for their legal rights and increase access to justice. Montana Legal Services Association partners with the Self-Help Program of the Montana Supreme Court Office of the Court Administrator, Office of Child and Family Ombudsman, Legal Services Developer Aging Services, Montana Innocence Project, Confederated Salish and Kootenai Tribal Defenders Salish, and the YWCA in Missoula.</p>
<p>Montana Campus Network for Civic Engagement</p>	<p>Montana Fish, Wildlife and Parks AmeriCorps</p>	<p>MONTANA STATE UNIVERSITY Montana Office of Rural Health and Area Health Education Center</p>	<p>Billings Metro VISTA Project</p>

FAFSA RESOURCES

[APPLY MT - Paying for College](#)

Breaks down FAFSA steps, required materials, and what to do after submitting.

[Creating an FSA ID Worksheet](#)

Useful printable/shareable resource for students and parents/guardians.

[FAFSA Preview Presentation](#)

Comprehensive slideshow covering the 2025-26 FAFSA form in its entirety.

[MASFAA Regions Map](#)

Suggested point of contact for your local institutions financial aid department.

[NCAN's FAFSA Tracker](#)

Regularly updated information specific to state, district, and school.

[MUS FAFSA Tracker](#)

Download the FAFSA Completion Tracker to view your school's data within a week's accuracy. Compare results to last year's cycle.

[StudentAid.Gov Videos and Infographics](#)



SCHOLARSHIPS

1



2 + 2 Honor Scholarship*

This scholarship is for Montana resident students who complete a two-year associate's degree at an eligible public college in Montana and then enroll at a four-year campus of the Montana University System (MUS). Students must apply immediately after receiving their A.A. degree, must have a 3.4 cumulative GPA, and must enroll full time.

2



American Indian College Fund

Students must be an enrolled tribal member, have a 2.0 GPA, be a full-time student, and apply in your last year of high school. Students must be planning to pursue certificate or undergraduate programs. Visit the application [portal here](#).

3



American Indian Tuition Waiver

Eligible students are at least 1/4 degree Indian blood or enrolled members of state/federally recognized tribe in Montana. Must be a Montana resident with demonstrated need. Submit a FAFSA and then complete the tuition waiver form.

4



Reach Higher Montana Scholarship

Reach Higher Montana offers a monthly drawing for scholarships, plus a "design a sticker" scholarship contest. There is one application for multiple scholarships. Check out their [Montana Scholarships list](#). Special timeframe January 1 through March 1.

5



Scholarship Websites

Scholarship websites include [Scholarships](#), [Fast Web](#), [Big Future](#), and [Scholarships 360](#). Additional places to consider: local banks or credit unions, your parent's/guardian's employer, local businesses, or places of worship.

Applicants must attend an accredited college or university. Review each application for due dates and full requirements.

SCHOLARSHIPS

Award	Description	Application Due Date
<u>Montana Range Days Scholarship</u>	Three scholarships are offered to graduating high school seniors or college students who are continuing their education and have an interest in Range Science.	April 30th
<u>Sandy Mazur Spherion Excellence in Leadership Scholarship</u>	Up to \$2,500 scholarships for students with a 2.5 GPA or above.	April 30th
<u>Gates of the Mountain Foundation College Scholarship</u>	The \$2,000 renewable Gates of the Mountains Foundation College Scholarship is open to students enrolled in an accredited public or private Montana college, university, technical, or trade school.	May 1st
<u>MT Federation of Garden Clubs</u>	Various scholarships for students interested in studying Conservation, Horticulture, Parks or Forestry, Floriculture, Greenhouse Management, Land Management or related subjects	May 1st
<u>MT Farmers Union Scholarships and Grants</u>	Montana Farmers Union awards multiple scholarships and grants to students from across Montana who have been active in FFA and 4-H.	May 1st
<u>Montana School Nutrition Association Scholarships</u>	Applicants must be planning to pursue a degree in the field of nutrition.	May 15th
<u>Fletcher's Scholarship Fund</u>	Fletcher's Scholarship is two \$500 scholarships to assist non-traditional students.	May 15th
<u>Prickly Pear Sportsmen's Association Scholarship</u>	Open to graduating high school seniors.	June 2nd

POST-ACCEPTANCE CHECKLIST

For those who have already made their next step in deciding their post-secondary goals, there are steps students can work on already. There will be important tasks you'll need to complete in the months before the first day of college. Your college will communicate through your new student account and email, so check it regularly so you don't miss any deadlines. This checklist includes steps that are common for new college students:

COLLEGIATE CHECKLIST

- Pay or defer your enrollment deposit.
- Submit your immunization records.
 - Review financial aid offers and accept/decline awards. Check if you were selected for FAFSA verification.
- Complete and update the FAFSA if you haven't done so.
- Register for and attend orientation.
- Driving? Find out where you can park, if you can drive as a freshmen, and what fees are associated.
- Apply for housing.
- Register for courses.
- Check your mail and email for invitations to early campus events.
- Research/take placement tests and schedule if necessary.
- Send your final high school transcript after graduation.
- Create a monthly budget.

MILITARY CHECKLIST

- Sign a contract.
- Take the Oath of Enlistment.
- Prepare for Basic Training:
 - This is the initial phase where you will undergo paperwork, physical exams, immunizations, a haircut, and receive your first physical fitness test.
- Stay in touch with recruiter.
- Pack and plan travel.
- Prepare mentally and physically.
- Learn about your job.
- Connect with other service members.
- Maintain eligibility.

WORKFORCE CHECKLIST

- Create a resume.
- Create a cover letter specific to each job you apply for.
- Gather the following materials after being hired:
 - Drivers License & Social Security Card OR Passport
 - Direct Deposit Information (Account and Routing numbers)
 - Tax Information

FOR ALL PATHS

- Talk to your support system about your goals and any fears about pursuing postsecondary education.
- Tell your High School Counselor where you've committed to.

RESUME AND JOB APPLICATION INFORMATION

Fill out the information below, so everything you need for all your applications is in one place. You can also use these details as the basis for your resume and job applications:

Full legal name: _____ Date of birth: _____

Driver's license number: _____ Social Security Number: _____

Permanent mailing address: _____

Current address, if different from permanent address: _____

Permanent phone number: _____ Cell phone number: _____

Email address: _____

High School academic history (if you attended more than one, list most recent)

Name of high school: _____ City, State of High School: _____

Dates attended: _____ Date of HS graduation (month & year): _____

Cumulative GPA: _____ ACT score: _____ SAT score: _____

Athletics, Clubs and Organizations

Club/Sports Team	Freshman	Sophomore	Junior	Senior

Work Experience (list most recent examples first)

Start & End Date of Employment	Job Title	Company Name	Supervisor Name and Phone Number	Brief Description of Duties



APPLY AID ACT

RESUME AND JOB APPLICATION INFORMATION

Honors & Awards

Name and Date of Award	Reason for Award/Honor

References (Non-relatives who potential employers can contact to explore whether you would be a good hire)

Name	Title	Address	Phone Number	Email Address

Create a Cover Letter

When you have picked a job you'd like and they are asking for a cover letter, you want to use this as a time to provide specific examples of the **skills** you have and how they **relate** to the position you are applying for. Here is a way to break it down:

- **Greeting:** Address your cover letter to the proper person.
- **Opening:** Write a personable, inviting opening paragraph that highlights how your skills are a perfect fit for the job.
- **Hook:** Highlight your achievements as they relate to the job you're applying for.
- **Skills:** Highlight additional relevant skills, such as computer languages or certifications.
- **Close:** Briefly recap your strengths as a candidate and include your contact information.

Here is a [video](#) to break it down:



Create a Resume

When making a resume, you should have already listed all the information you need above. When making your resume break it down into these sections:

- **Heading:** Include your name, address, email, and phone number.
- **Education:** As a high school student, state what grade you are in and share some classes that may be applicable or that reflect your work ethic and aspirations.
- **Work Experience:** Include your job title, the employer, and dates of employment. Even if you may not have had a job before, make sure to list any paid or unpaid work i.e. babysitting, volunteering.
- **Achievements and Activities:** List any clubs, teams, or organizations. Make sure to share any honors or awards in class or out of school.
- **Personal References:** List 2-3 people in your life that can speak to your strengths and experiences. Make sure they are non-relatives.

Getting stuck? Watch this quick [video](#):





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STATE CONTACTS FOR ASSISTANCE

If you are receiving this toolkit, it is because your school is registered to participate in the Montana Arc of Events, including College Application Weeks, FAFSA Completion Month, Complete the Applications Process, and Decision Days. This toolkit's suggestions for implementing events should be catered to the needs of your school.

If you need ideas or have questions, help is available through the Office of the Commissioner of Higher Education; please contact: Madie Moore (mmoore@montana.edu) or Dawes Elwood (delwood@montana.edu) for assistance.

DECISION DAYS

Decision Days, taking place May 5-9, are the next and final College Access event of this school year. Decision Days are a time to recognize and celebrate the postsecondary plans of your students, especially those who haven't already made formal announcements through athletic commitment.

OCHE staff will make Decision Days resources available in April.

College Access is a coordinated effort between the Montana GEAR UP and Educational Talent Search programs within the Office of the Commissioner of Higher Education and the Montana University System.



**MONTANA
UNIVERSITY SYSTEM**