

# **SESSION 1** Introduction to the Workshop and Training Materials

## **Instructor's Notes**

**Main Objective:** The purpose of the course introduction is to welcome participants, present workshop goals, and familiarize participants with how to use the workshop materials.

**Time Estimate:**  
Lecture 15 minutes  
Total Time: 15 minutes

**Preparation:** Complete the instructor's checklist of workshop preparations on the previous pages of this guide.

## **WELCOME AND INTRODUCTIONS**

Welcome to the U.S. Department of Education's Student Financial Assistance Programs' 1997-98 High School Counselor Training.

### **I am...**

- » Introduce yourself. Identify yourself as the facilitator, provide some background about yourself, and discuss your role in this workshop. Then introduce the other instructors and their roles in this workshop.

## **ADMINISTRATIVE MATTERS**

Before we go any further, let's discuss the workshop ground rules and other helpful information.

### **Ground rules**

- o The smoking policy here is...
- o Rest rooms are located...
- o Telephones, photocopiers, and fax machines are located...

**Instructor's Notes**

- o Any messages will be posted...
- o Refreshments and/or lunch will be available...
- o After breaks and lunch, it is very important to be back here on time for the beginning of the next session. The sessions will begin on schedule.

**WORKSHOP GOALS**

Please turn to Session 1, page 1 in your Trainee Guide.

**TG 1**

All page references made to the Trainee Guide are to the page numbers in the bottom right-hand corner.

Your Trainee Guide is divided into eight sections to match the eight sessions of the workshop. Each section follows the same format:

- o The first page:
  - states the main objective(s) for the session,
  - lists the session topics, and
  - provides relevant references.
- o The following pages outline the session's topics by giving copies of the session overheads and providing plenty of room for notes.
- o When appropriate, the Trainee Guide includes charts.

Remember that your Trainee Guide is **not** designed to cover "everything you ever wanted to know about federal student financial aid programs," and that it is not meant to be used as a reference manual. It is designed to help you get the most out of this workshop by giving key reminders.

This workshop has three goals: (OH 1)

- o **The first** is to introduce you to the basic information you need to know to help students and parents apply for federal student financial aid programs.
- o **The second** is to enable you to use U.S. Department of Education—ED—publications and resources to answer financial aid questions from students and parents.
- o **The third** is to prepare you to conduct a financial aid awareness program for students and their parents.

To achieve these goals, you should **keep in mind the following two important questions**, found on page 3 of your Trainee Guide: (OH 2)

- (1) What issues are of greatest concern to my students and their parents?
- (2) Do I have the information I need to present a financial aid awareness program for my students and their parents?

This workshop should answer both these questions.

Please turn to page 4 of your Trainee Guide. The objectives of the workshop are to: (OH 3)

- o explain federal student financial aid programs and ED's delivery system in easily understood terms;
- o help you identify basic requirements and responsibilities that students and parents need to know about when applying for and accepting federal student financial aid;
- o stress the importance of student and parent financial aid awareness, including nonfederal aid opportunities;

## Instructor's Notes

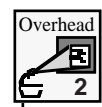
### Goals



**TG 2**

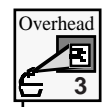
### Note to Instructor:

The workshop is **not** structured to train counselors to be financial aid administrators.



**TG 3**

### Objectives



**TG 4**



## Instructor's Notes

Take a moment and look at the Counselor's Handbook's table of contents.

» Allow participants 1 minute to look at the table of contents.

You'll find that the Counselor's Handbook is divided into three parts, which are listed on page 5 of your Trainee Guide. Each part deals with a major topic that students and parents usually have questions about. (OH 4)

**TG 5**

- o **Part I** deals with **general information** about postsecondary education opportunities.
- o **Part II** deals with the **application process** for federal postsecondary financial aid.
- o **Part III** deals with **filling out the FAFSA**.

Now, let's take a few moments and flip through *Funding Your Education*.

*Funding Your Education*

» Allow participants 1 minute to look at *Funding Your Education*.

You will find that *Funding Your Education*:

- o has a table of contents that helps to make it a handy reference tool;
- o provides additional information on federal student aid programs; **and**
- o answers general questions.

If you are responsible for advising college-bound and career-school-bound students, the Counselor's Handbook and *Funding Your Education* will become indispensable sources of information and guidance. They should be your principal information sources when your students have questions.

You can order copies of *Funding Your Education* by calling the Federal Student Aid Information Center, **1-800-4-FED-AID**. (OH 5)

The 1997-98 Free Application for Federal Student Aid—the FAFSA—is the form used to apply for federal student aid and to qualify for other types of aid. A school or student may obtain copies of the FAFSA by calling **1-800-4-FED-AID**. We will take a look at this form in detail later today in Session 3.

You have already used the Trainee Guide. It is designed to help you actively participate in this workshop.

Your Trainee Guide has eight attachments:

- o In Session 2, **Attachment 2A** provides information on citizenship requirements for federal student financial aid eligibility, a glossary of Immigration and Naturalization Service (INS) terms, and a directory of INS field offices.
- o Also in Session 2, **Attachment 2B** provides information on the sources of federal student financial aid, general eligibility criteria, and program-specific eligibility criteria.
- o **Attachment 2C** shows deferment provisions for federal student loan programs.
- o In Session 6, **Attachment 6A** is a lesson plan outline to help present the video, “School Shopping Tips.”
- o Also in Session 6, **Attachment 6B** is a handout for students and parents that itemizes and describes important tips when shopping for schools.

## Instructor's Notes

### TG 6



1997-98 FAFSA

Trainee Guide

**Instructor's Notes**

- o **Attachment 6C** is a school shopping list that students can use as a checklist when looking at individual schools.
- o In Session 7, **Attachment 7A** explains how to plan a financial aid awareness workshop.
- o Also in Session 7, **Attachment 7B** has a sample financial aid awareness program script complete with overheads and handouts.

Additional study of current ED publications, such as the current editions of the Counselor's Handbook and *Funding Your Education*, will also help you advise students and parents.

Are there any questions about the workshop?