# MOBILE GO CENTER

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## HOW TO CONTACT US

The University of Texas at Tyler  
Mobile Go Center  
3900 University  
Tyler, TX 75799  
903-565-5501  
mgc@uttyler.edu
OVERVIEW

“Education Go Get It.” While this may sound like an easy task, the reality for hundreds of thousands of Texas students is that higher education seems out of reach. Recognizing that this is a significant concern for the state of Texas, the 2001 Texas Legislature mandated the creation of the College for Texas campaign through Senate Bill 573. College for Texans aims to galvanize efforts to reverse these trends and has gone beyond media outreach to grassroots efforts that enhance programmatic ties between students, their parents, and community partners who can offer hands on support.

The Mobile GO Center is one of the state initiatives to help promote access to students and to the community letting everyone understand that college IS for everyone. The Mobile GO Center will be utilized by the East Texas school districts and local partner agencies according to the schedule originally submitted to include services such as college information or financial aid workshops, use of web-based college planning and information resources, and requesting of PIN’s or submission of FAFSA’s by students. The audiences will typically consist of high school, middle school and elementary students, as well as parents and other community members.

The target audience includes high school, middle school, and elementary school students, as well as parents and other community members. The University of Texas at Tyler Mobile Go Center is available to organizations and other community agencies within Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt and Wood.

SERVICES

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<th>FINANCIAL AID/INFORMATION/PROCESSING</th>
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<td>Participants will receive personalized assistance using ApplyTexas Website to submit their online application to the University of Texas at Tyler. In order to create an ApplyTexas profile, participants will need a personal email account.</td>
<td>Participants will receive assistance as they apply for the Free Application Federal Student Aid (FAFSA). Participants must bring the necessary documents to fill out the FAFSA. They will also explore other financial aid options such as scholarships, loans, and work study opportunities.</td>
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Bilingual Presentations are provided upon request
SERVICES

Types of Activities and Events:

<table>
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<th>High Schools</th>
<th>Middle Schools</th>
<th>Community Events</th>
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<td>The Mobile Go Center is available for College Awareness and Career Day events. Students in the lower grade levels utilize the MGC services explore and plan for future college and career goals. Students in the upper grade levels receive assistance and information about preparation for college, admissions and financial aid (grants, scholarships, and loans). They are provided information about The University of Texas at Tyler.</td>
<td>The Mobile Go Center is available for pre-college events and class activities. The MGC provides information about preparation for college career inventory, and scholarship assistance. Students focus on career exploration to help determine where they want to attend college. They review the process and skills for obtaining a higher education degree (i.e. setting goals, utilizing the internet for researching colleges). They are informed about courses they can take in middle school to prepare for high school and beyond.</td>
<td>The Mobile Go Center participates in festivals, shopping mall activities, and community events to provide college awareness to the community-at-large. These events provide prospective students and their families the opportunity to gain information on preparing for succeeding in college. The MGC promotes and provides information about the degree programs offered at The University of Texas at Tyler.</td>
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Additional Activities or events are available upon request.
General Information

Coordinating MGC Events:

• Contact UT Tyler staff at 903-565-5501 or http://www.uttyler.edu/mgc/ to coordinate dates, times, location, and services
• The MGC can be available for consecutive dates if the MGC calendar permits.

Reserving the MGC

• Complete and submit the MGC Reservation Request online, the MGC Policies Agreement Form, and the MGC Photo Release (optional). Forms are located on pages 11-13 of this packet and may be faxed or sent electronically to the Office of Admissions.
• Provide a minimum of 2 weeks’ notice for a reservation.

MGC Requirements

• 3 hours minimum per event
• 50 participant’s minimum per event

Staffing

• The Mobile Go Center requires adequate staff/ volunteers to be available to assist UT Tyler staff members in the MGC during the scheduled event.

Resources

Each event brings its own unique needs. The Mobile GO Center is stocked with college brochures, pamphlets, and other college information. (These items are to distribute to students and parents) We also provide laminated posters, staplers, calculators, and brochure holders. (These items are not to be removed from the Mobile Go Center) A printer is also provided in the Mobile GO Center for your usage. (You may need to provide your own paper if you are planning a large amount).

Equipment

• The MGC is a 42 foot trailer air conditioned/ heated trailer with accommodations for 15 participants.
• The MGC has 15 laptops computers, a printer and satellite capabilities for internet access
• The MGC is ADA compliant and equipped with a wheel chair lift.
EVENT COORDINATION

Prior to the Event:

• The event requester must submit the request on [www.uttyler.edu/mgc](http://www.uttyler.edu/mgc) and Policies agreement to the Office of Admissions. If the event is approved, the event requester will be sent an electronic confirmation from the Admissions Office. If the date is not available, the MGC coordinator will contact the event requester to arrange for an alternate date.

• The event requester is encouraged to promote the MGC activity.

• The event requester must plan for adequate the staff/ volunteers to assist with crowd control on the day of the event.

• The event requester must review and inform the event/ staff volunteers about the MGC policies and procedures.

• The event requester should guarantee that the MGC will have approximately 80-100 feet of parking space.

• The event requester should coordinate with MGC staff about entrance and exit routes for the MGC. They should inform MGC staff of any emergency plans that they need to be aware of.

• The event requester will need to ensure that the MGC be visible and near or as close to the event site as possible to ensure participant accessibility to the MGC. *The MGC will not relocate once it is setup and ready.*

• The event requester should coordinate scheduled visit times for groups so that all participants have an opportunity to use the MGC services. The schedule should allow enough time between groups for the MGC staff to prepare the MGC for the next group session (sanitize laptops, reset websites, etc.)

• The event requester must consider that all day events will require a one hour lunch break. If there is more than one MGC staff member present this break will not be necessary. During scheduled breaks for the MGC staff, the MGC will be locked on the alarm will be set.

• The event requester must inform the MGC staff if photos will NOT be permitted. If applicable coordinate to have participants separated by those who can have photos taken and those cannot. The MGC Photo Release Forms are available in the MGC.
DAY OF THE EVENT INFORMATION

- The MGC will arrive at the event location one to two hours before the event starts.
- The event requestor and/or event staff/volunteer must assist the MGC to enter the designated parking space at the event setup.
- The event requestor must ensure there are no participants or other staff/volunteers around during set up, allowing the MGC staff to prepare the MGC proper use without incident.
- The event requestor must meet with the MGC staff upon arrival to review the event logistics.
- The MGC staff members will inform the event requestor when setup is complete and ready for visitors.

GROUPS ARRIVAL AND DEPARTURE FROM THE MGC

- The MGC staff will meet groups outside of the MGC and briefly review MGC Policies and Procedures.
- Participants will enter the MGC through the designated entrance in a single line and sit at a laptop station.
- Participants needing assistance with the wheelchair lift will enter the MGC first and exit last. The event staff member with the group needs to assist in making sure the other participants do not interfere with this process.
- The MGC presentation will be conducted. Participants who are disruptive may be asked to leave the MGC.
- When the presentation/work session ends, the MGC staff will ask the participants to get up and exit the MGC. Event staff may exit first and make sure participants exit safely.
CANCELLATION POLICY

The University of Texas at Tyler Admissions Office reserves the right to cancel the Mobile Go Center participation at a scheduled event due to any of the following unforeseen circumstances:

- Inclement weather conditions; severe thunderstorms, flooding, extreme winds, snow, or ice. etc.
- Unavailability of staff/driver

You will receive a 3 Day notice if the MGC has to cancel

Recommendations to cancel a Mobile Go Center event will be made by the Mobile Go Center Coordinator and/or the Assistant Director of Admissions. The Mobile Go Center Coordinator has the discretion to end a MGC event early, if there are no MGC participants after two hours at an event.

In any event that the Mobile Go Center event is cancelled due to any of the above circumstances, the event requester will be notified. The event requester/primary contact will be responsible for contacting and informing all appropriate individuals and contacts at the event site.

Any cancellations initiated by the event requester will require a minimum of 3 days’ notice to the MGC office. A new reservation will be required before rescheduling.
GENERAL FORMS

In order to secure the use of the MGC for an event, the Mobile Go Center forms must be completed, signed, and returned to the MGC office at least two weeks prior to the anticipated scheduled date. An event confirmation email will be sent to the requester electronically confirming the requested date, times, location, and services.

The following is a brief description and purpose for the MGC Forms:

<table>
<thead>
<tr>
<th>MGC Policies Agreement Form</th>
<th>MGC Photo Release Form</th>
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<tr>
<td>This form lists more specific policies and procedures established for the proper use of the MGC. These policies are in place to ensure the safety of the participants and the MGC staff during the event as well as prevent any damage to the MGC during its use. Please acknowledge that the policies and procedures are understood and that the requester will assist in seeing those guidelines are followed during the event. The MGC Computer Lab Policies Manual can be made available upon request; a hard copy is available in the MGC at all times.</td>
<td>This form gives permission to The University of Texas at Tyler to print, publish, and release photos taken during the Mobile Go Center events. These photos may be used in The University of Texas at Tyler and Mobile Go Center publications, and/or advertisements (website, brochures, flyers, etc.) Please inform MGC staff if photos cannot be taken during the event.</td>
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Policies Agreement Form

The policies and procedures for the proper use of the Mobile Go Center were established to ensure the safety of the MGC participants and to prevent any damage to the MGC during its use.

1. The MGC will not exceed its maximum capacity of 15 participants per presentation/session. One MGC staff and 1 adult event staff/volunteer should be present in the MGC at all times.
2. Do not enter or allow participants to enter the MGC prior to the event start time or until the MGC staff clears the unit proper use. The Mobile Go Center staff must ensure the hydraulic system is evenly placed prior to guests entering unit. Even if laptop computers and chairs are setup it does not mean the MGC is ready for visitors. Only MGC staff members are allowed in the unit prior to start time and after the end of the event.
3. Do not allow participants anywhere near safety cones. These cones are placed precautionary measure to prevent accidents (due to electrical cords, wheelchair lift in use, etc.) from occurring all the designated area.
4. The Mobile Go Center will need approximately 80-100 feet of parking space. Please ensure there is space available to allow the Mobile Go Center to enter, park, and exit the event site in a safe manner.
5. Participants who are disruptive may be asked to leave the MGC session.

I, ___________________________________ acknowledge that I have read and understand all the material in The University of Texas at Tyler Mobile Go Center Information Packet and will follow all the guidelines established. As the event requester, I will assist in seeing these guidelines are adhered to by staff/volunteers and MGC participants.

_________________________________________  ________________________________________
Event Requester (Signature)                MGC Staff (Signature)

_________________________________________  ________________________________________
Date                                      Date

Submit this Form to :
Mail: The University of Texas at Tyler 3900 University Blvd. Tyler, TX 75799 •E-mail : mgc@uttyler.edu
Fax: 903-565-5963
Photo Release Form

I authorize The University of Texas at Tyler to use photograph/video footage for publications and/or advertisements promoting The University of Texas at Tyler.

_________________________
Signature of Requester/ Participant

_________________________
Print Name

_________________________
Telephone Number

_________________________
Date