

# A CHECKLIST TO BUILDING AN ON-CAMPUS UNDOCUMENTED STUDENT PROGRAM

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Creating an undocumented student program can often seem cost-prohibitive and overwhelming. However, there are many **tangible steps that individuals or groups can take to kickstart programming for undocumented students**. We created [A Guide to Building On-Campus Undocumented Student Programs](#) for campuses that do not yet have dedicated funding or staffing but need a place to start.

Use this checklist to conduct a quick analysis of your undocumented student programming and then develop a plan of action. Each benchmark includes various activities that campuses can pursue to develop or expand the institutional support provided at their college or university.

## **BENCHMARK 1: Host UndocuAlly Trainings**

- Hosted an UndocuAlly Training during this academic year
- Host department-specific trainings during this academic year
- Had a training regarding FERPA during this academic year

## **BENCHMARK 2: Create an Undocumented Student Task Force with Key Campus Partners**

- Undocumented student task force meets more than twice a semester
- Includes key campus partners (financial aid, admissions, outreach, registrar, student leaders, etc.)
- Prioritize key short-term and long-term goals for each academic year

## **BENCHMARK 3: Establish an Undocumented Student Club**

- Club has been active within this academic year
- Club has  5 active members  10 active members  15 or more active members
- Club is supported by a staff/faculty adviser
- Club is consulted regarding undocumented student programs

## **BENCHMARK 4: Conduct Targeted & Protected Outreach and Data Collection**

- AB 540 and DREAM Act information is included in all outreach materials
- Inclusive and welcoming signage on campus
- Students are made aware of FERPA & SB 54 protections
- Have conducted outreach to:
  - high schools
  - adult schools
  - career education programs
  - transfer institutions

## **BENCHMARK 5: Build an Online Presence for Undocumented Students**

- Add undocumented student info to existing webpage (admissions, financial aid, etc)
- Have a dedicated page for undocumented students
- Embed Immigrant Rising resources into existing web pages
- Be sure there are pertinent links when you enter “undocumented” into the search bar

# Checklist for Strengthening Your Campus Website for Undocumented Students

## **BENCHMARK 6: Host Undocumented Student Events**

- Show the “UndocuJoy” video to expand the narratives of people who are undocumented
- Develop storytelling workshops to promote empowerment & healing
- Coordinate UndocuTalks to provide students with a space to speak freely
- Host a community event with an undocumented artist, activist, or themed movie

## **BENCHMARK 7: Create Campus Scholarships for Undocumented Students**

- Include CA Dream Act, as well as FAFSA, on all financial aid materials
- Host a Dream Application Drive to help students avoid common pitfalls
- Promote scholarships that do not require proof of citizenship
- Stress the importance of the March 2nd deadline for transfer students
- Have at least one staff/faculty member whose job duties include supporting undocumented students
- Ensure that campus scholarships are open to undocumented students

## **Benchmark 8: Advocate for an Undocumented Student Program Coordinator**

- Have at least one staff/faculty member whose job duties include supporting undocumented students
- Work with admissions and financial aid to accurately identify the number of current and prospective undocumented students
- Develop a system to quantify student contacts while protecting student privacy

## **BENCHMARK 9: Create a Strategic Plan**

- Ensure administrators understand how supporting undocumented students increases compliance with the Supplemental Funding Formula and Guided Pathways
- Identify specific steps administrators can take to build better institutional practices
- Work with all campus departments to identify strategic areas

## **BENCHMARK 10: Advocate for a Dedicated Undocumented Student Space**

- Work with Student Services or Associated Students to explore locations for a center
- Set up a meeting with Chancellor, President or Board of Trustees to hear directly from undocumented students
- Visit Dream Resource/Undocumented Student Centers at other CCCs to learn about different models

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## **ABOUT US**

**Immigrants Rising** helps you make decisions based on your potential, not your perceived limits. Visit our website so you can see what’s possible: [www.immigrantsrising.org](http://www.immigrantsrising.org). For inquiries regarding this resource, please contact Nancy Jodaitis, Director of Higher Education, at [nancy@immigrantrising.org](mailto:nancy@immigrantrising.org).