

# College Visit Planning Checklist

## 1-2 Months in Advance

- Contact the college/university to request a campus visit. Schedule the date and time of the visit.
- Arrange for transportation for students to/from the visit.
- Draft any necessary permission slip forms and obtain required signatures from parents. Make sure to collect an emergency contact number for each student.
- Coordinate with the college visit office to determine how to divide your students up into smaller groups. The smaller the groups, the better experience your students will have!
- Divide your students into groups and determine the number of chaperones needed per group.
- Recruit volunteers (teachers and/or parents) to serve as chaperones during the college tour.
- Clearly define and review expectations with chaperones.
- Discuss lunch arrangements with the college/university. Will your students be able to eat lunch on campus? Will the college/university pay for the students' lunches or will you need to arrange payment with the dining hall?

## 1 Week in Advance

- Create nametags for all students. Make sure the nametags include the student's name, the name of your school, and the phone number of a chaperone.
- Prepare students for the visit. Allow students the opportunity to research the college they will be visiting and write questions for their tour guides. Adapt the worksheet provided.
- Prepare the campus visit office and tour guides to make sure students will be able to see relevant places on campus. You might want to make sure they will see the library, the financial aid office, a dorm room, the cafeteria, and/or the student services office.
- Send home a reminder to parents including what the students will need to bring, the details of the campus visit, and an emergency contact number.
- Notify the tour coordinator of any students or chaperones who will need special accommodations so they may plan walking routes accordingly.

## College Visit Day

- Follow all school procedures around checking students in and taking attendance at every stop.
- Consider bringing a portable speaker to play a playlist of college fight songs for the bus ride.
- Encourage students to ask questions about what they see on the campus.
- Be engaged in the college tour and presentation. Point out to students things that you see. For example: if you pass an auditorium, ask your student tour guide about any concerts, shows, or guest speakers who have come to campus and watch students' reactions.
- Take pictures that you can display at school and share with other teachers, and parents and families.

## After Your Visit

- Write thank you notes to anyone you worked with on the campus to arrange the visit.
- Continue the conversation with students about college. What did they like? What else did they wish they'd seen? What do they still want to know more about?