



COLLEGE VISIT TOOLKIT

COLLEGE VISIT TOOLKIT

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About the College Foundation of West Virginia

The [College Foundation of West Virginia](#) (CFWV) provides FREE resources to help students and families pursue — and succeed in — education and training beyond high school. CFWV is coordinated by the West Virginia Higher Education Policy Commission working in partnership with the West Virginia Community and Technical College System, the West Virginia Department of Education, and the West Virginia Department of Education and the Arts.

The importance of college visits

College is important — there's no doubt about it. At least 60 percent of all new jobs require a college education,¹ and West Virginia needs tens of thousands more college graduates to build our economy.² On average, four-year college graduates earn more than double the salary of individuals who stopped their education after high school. And students who complete some form of postsecondary education are far less likely to be unemployed than those with just a high school diploma.³ Some form of college should be the ultimate path for all West Virginia students.

Although low-income students, minority students, and students who are the first in their family to attend college often face greater barriers to pursuing postsecondary education, research has shown that these obstacles can be overcome with early college planning activities and other college readiness interventions. In fact, underserved and underrepresented students have been shown to succeed at the same levels as their more advantaged peers when provided with information and assistance in exploring and preparing for college and applying for financial aid.

That's why early and frequent campus visits — accompanied by meaningful and strategic planning activities — are so important!

What's in a name? What we mean by “college”...

We use the word “college” to include any type of postsecondary education or education and training beyond high school. That means students have many options when it comes to attending college, including:

- ✓ a two-year degree
- ✓ a four-year degree
- ✓ a skillset certificate
- ✓ a career or technical program
- ✓ an apprenticeship
- ✓ military service

1 National Organization of State Higher Education Executive Officers
2 Georgetown University, Center on Education and the Workforce
3 The College Board, 2010 “Education Pays” report

Planning checklist

Eight weeks before your visit...

- Decide on the college you'd like to visit. Identify a "back up" in case something doesn't work out with your first choice college.
- Narrow down available dates for scheduling your college visit.
- Obtain initial approval for your trip from school and county administrators.
- Email the college admissions/recruiting office at your first choice college to set up the campus visit (see the email template included in this kit).

Seven weeks before your visit...

- Recruit chaperones.
- Work with your campus contact to confirm a date for your visit.

Six weeks before your visit...

- Complete any necessary forms, such as:
 - A trip/travel request form.
 - Purchase orders for food and transportation.
 - Requests for substitutes for staff members who will serve as chaperones.

Four weeks before your visit...

- Send home permission forms for parent signatures (see the template included in this kit).

Two weeks before your visit...

- Collect permission forms for participating students.
- Create a roster of all students who will be participating.

One week before your visit...

- Contact the college to discuss details of the visit, including:
 - A final student participation count.
 - Any special accommodations required by students or educators participating.

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- The number of buses you are bringing and where they should unload and park
- Plans for any meals you'll be having onsite

A few days before your visit...

- Prepare students for the visit:
 - Send home a list of what to expect and bring (see the handout included in this kit).
 - Conduct the pre-visit activity outlined for your students' grade-level(s) (see the "Activities, resources, and learning outcomes by grade level" section in this toolkit).
- Prepare staff members for the visit:
 - Provide chaperones and administrators with an agenda for the entire day of your visit.
 - Provide chaperones and administrators with a roster of students participating in the visit.
- Make note of any students who do not have a media release form on file (you'll want to take photos during your visit!)
- Reach out to your campus contact to confirm final details.
- Exchange cell phone numbers with your campus contacts and your chaperones so that you can easily be in touch the day of the event.

The day before your event...

- Remind students about the visit. Go over expectations for behavior and the purpose of the trip.
- Print copies of the college note-taking card and any other applicable handouts (see the "Activities, resources, and learning outcomes by grade level" section of this toolkit).

The day of your event...

- Give students a copy of the college note-taking card and any other applicable handouts (see the "Activities, resources, and learning outcomes by grade level" section of this toolkit). Explain how to use them and encourage students to take detailed notes.
- Take photos and post them on your school's social media pages. Encourage students to share photos from the trip. Tag or mention CFWV and we will share your activities with our statewide network! (Make sure you have reviewed your students' media release forms. Do not share images of any students not allowed to be pictured in photos or on video).

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After your event...

- Complete the follow-up activities outlined for your students' grade level (see the "Activities, resources and learning outcomes by grade level" section of this toolkit).
- Send "thank you" notes to your campus contacts, chaperones and administrators (see the template included in this toolkit).

Scheduling your visit: considerations and best practices

In scheduling your college visit, consider the following details:

- **Arrival and departure times:** Consider your timeline for that day and make sure you will have adequate time on campus. Can you depart and return outside of the normal school day schedule? Or do you need to be back in time for students to meet their buses? If you are hiring bus drivers from the county, do they have time limitations for their availability? In order for the visit to be worthwhile, you'll want to allow for students to have AT LEAST 90 minutes on any campus you are considering visiting.
- **Academic schedules:** Keep in mind that colleges and universities often operate on different academic calendars than PK-12 schools. You'll want to try to visit the college while classes are in session so that your students will get an accurate feel for the college environment.
- **Date availability:** When first approaching staff at the campus you want to visit, it helps to have several dates that will work for you and your students. Colleges are often juggling many events on campus on any given day, and their campus visit schedules can fill up quickly. Try to be flexible in scheduling your visit to ensure the best possible experience for your students.
- **Meals:** Consider meals that will need to be provided and your school's policy on meals. Will students be missing breakfast or lunch while on the trip? Will you be returning well after the usual dinner hour? Do you have a way to pay for food? If not, can your school cafeteria prepare boxed lunches for your students? Is the college willing to provide meals on campus? Can you find a local business or organization who will sponsor lunch for the students?
- **Accommodations:** Plan for any accommodations participants may require. Do any of your students or chaperones have food allergies or need to take medicines at certain times? Does anyone require handicap accessibility? Make sure you communicate any relevant special needs to your campus contacts.
- **Chaperones:** Ensure that you have an adequate number of chaperones. Colleges often do not have the staff to monitor your group's behavior and ensure appropriate accommodations. It is a good idea to have at least one chaperone from your school for every 15 students participating.

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Scheduling your visit: Sample email to college admissions offices

This template is also available as a Microsoft Word document. Visit cfwvconnect.com/request-resources to download an editable version of the toolkit.

Dear (insert name of admissions officer or other campus contact):

I am a (teacher, counselor or administrator) at (name of school) in (city and state). Our (grade level) graders are interested in learning more about (name of college or postsecondary program). Would it be possible for us to schedule a campus visit?

We are available the following dates and times:

(insert a bulleted list of available dates and times)

We anticipate bringing (number) students and (number) chaperones. We would love (insert any specific requests... see the example list on the next page).

On behalf of (name of school) and our students, I thank you for your consideration and look forward to planning an educational and fun event with you!

Sincerely,

(Your name), (your title)

(Your school)

(Your phone number(s))

Scheduling your visit: requesting campus experiences

You may want to make specific requests regarding activities to occur during the visit. The following is a list of examples you may want to include.

“We would love...”

- for an admissions counselor to lead an information session on college-planning topics, including the admissions process, financial aid availability, academic programs offered, and student life.
- for our students to participate in a walking tour of campus led by a trained admissions representative. Would it be possible for them to view the dorms as well?
- for our students to experience a meal in the dining hall.
- for our students to participate in some hands-on learning activities or interactive displays the campus may feature.
- for our students to meet with a faculty member or tour one or more academic departments. (Insert any specific department you’re interested in).
- for our students to participate in a panel discussion with college professors and/or students representing different academic disciplines available at your institution.
- for our students to sit in on a class lecture or observe students working in a lab environment, such as a science lab or a media lab.
- for our students to meet with student leaders or student organization representatives to learn more about life on campus and extracurricular activities.

Please note: it can be difficult (or, at some schools impossible) for admissions representatives to arrange for your students to attend sports events. If you are interested in organizing this sort of experience for your students, feel free to ask — but be understanding if the college cannot accommodate your request. It may be easier for college staff to organize a tour of a sports facility than for them to secure admission to a game.

OUR COLLEGE VISIT

What to bring and expect on our upcoming college visit

WHAT TO BRING:

Appropriate clothes: We will be spending time outside, walking, and participating in activities on campus. Wear comfortable clothing and make sure that it adheres to our school's dress code.

Comfortable shoes: We will be walking a great deal. Wear comfortable shoes!

Gear for the weather: Check the weather and plan to bring a coat, rain jacket, umbrella, or sunscreen if the weather calls for it.

A camera: Feel free to bring your cell phone or another hand held camera.

Writing utensils: Bring a pen or pencil and a notebook for taking notes.

Questions: Make a list of questions you have about college in general and this campus specifically. Bring them tomorrow so that you can make sure all of your questions are answered.

WHAT TO EXPECT:

We expect you to...

- stay with the group at all times
- be respectful of campus staff and listen carefully to our campus guides
- follow school conduct policies at all times
- be aware of your surroundings and respect the campus learning environment
- ask questions of the college representatives and take notes
- be open-minded and engaged in the experience

A detailed agenda for the day is attached.

COLLEGE VISIT NOTECARD

College name:

Date of visit:

Grade I'm in:

Checklist:

Here are some things to look for or do on a college visit. Check off the activities you completed on this visit.

- Take a campus tour
- Talk to a current student
- Take a few photos
- Talk to a professor
- Sit in on a class
- Eat in the dining hall
- Visit the campus bookstore
- Check out the student newspaper
- Read the flyers around campus
- See a residence hall room
- Go to a campus event
- Talk to an admissions counselor about admissions requirements
- Visit the library
- Talk to a campus staff member about financial aid
- Take a selfie with a notable campus landmark

Rate your visit

Rate the following areas of your college visit. Alongside your ratings, jot down your thoughts about each aspect of campus. What did you like? What did you dislike? Include anything you want to remember about this college. If you did not visit an area of campus or participate in an activity, leave it blank or write "n/a."

Rating scale: 1 - hated it 2 - disliked it 3 - it was ok 4 - liked it 5 - loved it

Campus (circle one): 1 2 3 4 5

Notes:

Residence halls (circle one): 1 2 3 4 5

Notes:

COLLEGE VISIT NOTE CARD

Classes or other academic experience (*circle one*): 1 2 3 4 5

Notes (and describe your experience):

Library (*circle one*): 1 2 3 4 5

Notes:

Food/dining hall (*circle one*): 1 2 3 4 5

Notes:

Fitness center (*circle one*): 1 2 3 4 5

Notes:

Interactions with current college students (*circle one*): 1 2 3 4 5

Notes:

Other notes:

Is this college a fit for you? yes no maybe

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Sample student permission form

This template is also available as a Microsoft Word document. Visit cfwvconnect.com/request-resources to download an editable version of the toolkit.

(School name) Permission Form

Who: (Grade level) grade students

What: (Event description, example "Visit to Concord University")

When: (Date and time)

Where: (Location)

Contact: (Trip coordinator name, title, phone number, email address)

Details: (Provide a more detailed description of the event. Also include any pertinent logistical information such as meals provided, transportation arrangements, etc.)

An agenda for this activity is attached.

Want to go? Here's how:

You must reserve your space no later than (date) by contacting (coordinator name). Students must also turn in this form, signed by a parent or guardian, by the (date) deadline.

Consent form:

I understand that participation in this activity is strictly voluntary. This form allows my child to attend and participate in (title of event) on (date of event). Although school staff will be present as supervisors, I recognize that my child will be responsible for his or her conduct and well-being.

I also agree to notify the activity coordinator of any special accommodations required by my child due to a medical condition. I understand that disclosing such information will NOT affect my child's ability to participate, and will only be used to ensure that my student is fully accommodated. I further understand that this information will not be disclosed except as necessary to ensure my child's safety and well-being.

I recognize that this is a school field trip and that my student must continue to follow rules and procedures set forth by his or her school. I have read and understand the description of the field trip and authorize my child to participate in the planned components.

Student name:

Date:

Emergency contact:

Guardian name (printed):

Guardian signature:

Sample “thank you” note

A handwritten thank you note can go a long way toward maintaining positive relationships with your campus contacts and chaperones. Below is some language you may want to use in thanking those who helped make your visit a success:

Dear (name),

Thank you so much for helping to make our recent college visit a success. Our students really enjoyed learning about (name of college or program) and I appreciate the work you put into ensuring the visit was memorable and meaningful. I was very (impressed by/thankful for) (mention 1-2 highlights of the tour or something this person did that was particularly helpful). I am certain this experience has shaped our students' decisions about continuing their education beyond high school.

Sincerely,

(your name)

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Social Media Guide

Social media is an excellent way to recognize your students and share your school's work with the community. You can also use social media to engage students and families and build excitement for your campus visits. Here are a few tips for maximizing your social media efforts:

Tag it! Just like an in-person conversation, it's hard to participate if you can't follow what's happening. Hashtags and mentions make it possible to find and follow posts from a wide variety of sources and link together the conversation. For college access and success efforts, the following hashtags can be used:

- ✔ **#ReachHigher:** This is First Lady Michelle Obama's hashtag for her work in promoting higher education. Who knows... if students use this hashtag, they might just get a "like" or a "retweet" from the First Lady!
- ✔ **#CollegeBound:** Students across the country are using this hashtag to share their college-going plans.
- ✔ **#ArmyBound, #NavyBound, #AirforceBound (etc):** As with #CollegeBound, students across the nation are sharing their pride in enlisting in the military using these hashtags.
- ✔ **@CFWV:** Students can mention CFWV on Instagram, Twitter, and Facebook to share their stories with us. We'll retweet the best ones!

Encourage students, parents, and teachers to share:

- ✔ Ask students to post their postsecondary plans.
- ✔ Ask students to post pictures of their college visit.
- ✔ Ask students to share their favorite thing about the campus you're visiting.
- ✔ During the campus visit, remind students to share their photos and status updates using the hashtags above.

CFWV Social Media Channels

CFWV

- ✔ **Facebook:** www.facebook.com/collegefoundationofwv
- ✔ **Twitter:** www.twitter.com/cfwv
- ✔ **Instagram:** www.instagram.com/collegefoundationofwv

Activities, resources, and learning outcomes by grade level

The following guides are intended to help you make the most out of your school's college visit by ensuring that students are adequately prepared for the trip and are primed for meaningful reflection about their experience.

Contents:

- ✓ 7th grade visits
- ✓ 8th grade visits
- ✓ 9th grade visits
- ✓ 10th grade visits
- ✓ 11th grade visits
- ✓ 12th grade visits

The 7th grade visit

A college visit for seventh grade students should focus on making a college campus less mysterious and more welcoming. Students who have not visited a campus before may be nervous, scared, or intimidated. All activities associated with the seventh grade college visit should be focused on creating a comfortable, fun environment for the students that shows them that a college campus is not intimidating.

Pre-visit activity

- Explain to the students what they will experience. Go over the agenda for the day. Give basic statistics about the college they will be visiting. Ask each student to make a list of five things they believe to be true about a college campus. Ask them to put their name on the list and collect the lists before the visit.
- You can use the True/False College Quiz included in following pages as a pre-test.

Campus visit

When setting up your visit, make sure to ask the college if they have anything they specifically plan for seventh grade students. Some colleges will create scavenger hunts around campus. Some will do trivia games or other fun activities. Make sure to plan this with plenty of time – give the college six to eight weeks of lead-time. We do not recommend a typical college tour for a group of seventh grade students.

Reflection activity

- Either on the bus on the way home, or in a classroom once you've returned, hand back to each student the list of five things they believed to be true about a college campus they made before the visit. Go over the list and discuss what they discovered was true or untrue about the college campus. Find out what they liked the most and if they have questions about their experience. Do your best to answer their questions or contact a campus staff member for help.
- Conduct the True/False College Quiz as a classroom discussion to assess students' learning (post-test).
- Have each student complete the campus note card (within this toolkit).
- Ask students to write and send thank you notes to your campus contacts and chaperones. Encourage them to include information about what they liked about campus, what they learned, or what made the visit memorable for them.

TRUE/FALSE COLLEGE QUIZ

Student name:

Date:

- 1). Ninety percent of teens want to go to college.
 True False
- 2). Some of the best colleges are ones you've never heard of.
 True False
- 3). There are about 2,500 two- and four-year colleges and universities in the country.
 True False
- 4). West Virginia has more than 30 two-year and four-year colleges and universities.
 True False
- 5). It's best to wait to visit colleges until after you have been admitted.
 True False
- 6). Colleges are concerned with more than your academic development.
 True False
- 7). You won't get financial aid unless you are a straight-A student.
 True False
- 8). The college with the lowest price will be the most affordable for you.
 True False
- 9). In West Virginia, most jobs will require a college certificate or degree.
 True False
- 10). A college degree takes four years to complete.
 True False

This resource has been adapted from KnowHow2Go.

True/False College Quiz: Educator Answer Key

1). Ninety percent of teens want to go to college.

TRUE: In national surveys, 90 percent of students say they aspire to attend college.

2). Some of the best colleges are ones you've never heard of.

TRUE: Some of the nation's finest colleges don't play big-time athletics, which is usually the most common source of name recognition. Students should do plenty of research outside of the sports roster.

3). There are about 2,500 two- and four-year colleges and universities in the country.

FALSE: There are more than 4,000. With this many options, students are bound to find a school or program that fits their needs and personality.

4). West Virginia has more than 30 two-year and four-year colleges and universities.

TRUE: West Virginia offers a wide variety of high-quality education options throughout all regions of the state.

5). It's best to wait to visit colleges until after you have been admitted.

FALSE: Students should visit colleges early and often to make sure they understand their options and apply to colleges they could be happy attending.

6). Colleges are concerned with more than your academic development.

TRUE: Most colleges focus on developing the "whole person." That means they offer lots of experiences to engage and teach students outside the classroom. Things like school clubs, free lectures or concerts, art shows, theatrical productions, student government organizations, and recreational opportunities can be an important part of student learning and development.

7). You won't get financial aid unless you are a straight-A student.

FALSE: A great deal of financial aid is based on financial need — not grades or academic achievement. Plus, many organizations and colleges offer scholarships for students who have solid (but not perfect) grades or excel in other areas.

8). The college with the lowest price will be the most affordable for you.

FALSE: Some of the colleges with a high "sticker price" offer lots of scholarships. As a result, you may end up paying less at these colleges than at other lower priced schools.

9). In West Virginia, most jobs will require a college certificate or degree.

TRUE: Economists predict that by 2021, 51 percent of all jobs in West Virginia will require a two-year or four-year degree. Even more require a certificate or specialized training.

10). A college degree takes four years to complete.

FALSE: Associate degrees usually take around two years, and certificates can be obtained in a matter of months.

The 8th grade visit

A college visit for eighth grade students should focus on helping them refine their knowledge of college campuses, explore their assumptions and beliefs about postsecondary education, and debunk any misconceptions.

Pre-visit activity

- Use the college knowledge rubric in this toolkit to poll students and make a list of any prior knowledge they have about the college you will be visiting. Discuss the campus with them and clarify any misconceptions. Additionally, use the rubric to poll students to learn information about what they'd like to know about the campus/institution.
- Lead a group discussion about what students think the college environment will be like. What do they expect the campus to look like? What will the size and layout of the classrooms be? What do they picture when considering interactions with professors? With other students? What do they imagine a residence hall is like? What activities outside the classroom do they imagine occur on a college campus?

Campus visit

- When setting up your visit, make sure to ask the college if they have anything they specifically plan for eighth grade students. Some colleges offer a special agenda for middle school students.
- Ask the college to set up a Q&A with a college professor, staff members, students, and/or other campus representatives. The college representatives should be engaging and fun — not intimidating. Use this opportunity to debunk common stereotypes — not all professors are Albert Einstein lookalikes and not all college students are affluent brainiacs.

Reflection activity

- Complete the third column of the attached rubric within a few days of the college visit. Consider making a copy of the completed rubric and giving it to students who were unable to participate in the campus visit. Be sure to make a copy for each student who participated for inclusion in their personal college-planning portfolio. You may also want to post a copy on a bulletin board to share information with other students.
- Have each student complete the campus note card (within this toolkit).
- Ask students to write and send thank you notes to your campus contacts and chaperones. Encourage them to include information about what they liked about campus, what they learned, or what made the visit memorable for them.

COLLEGE KNOWLEDGE RUBRIC

College name: _____

Date of visit: _____

What we already know about this college	What we want to learn about this college	What we learned about this college during our visit

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College Knowledge Rubric: Educator Guide

What we already know about this college	What we want to learn about this college	What we learned about this college during our visit
<i>Complete this column prior to your visit</i>	<i>Complete this column prior to your visit</i>	<i>Complete within a few days after your visit</i>
The college is located in the town of Collegetown, WV	How much is tuition?	\$4,624 annually
The college's colors are teal and purple	Does the college have residence halls?	Yes! Three halls... one male, one female, and one co-ed
The college's mascot is a black bear	What majors are most popular?	Engineering and teaching
A student from our local high school received a big scholarship to this college last year.	What is the college known for academically?	The engineering team won a national robotics competition
	What do students do for fun?	Sled down the hill in the center of campus on snowy days.

The 9th grade visit

The ninth grade college visit should focus on expanding students' understanding of the college culture and previewing the numerous clubs, organizations, and leadership possibilities on a college campus.

Pre-visit activity

- Discuss with students the types of clubs and organizations they are currently involved in both at school and within their community. Ask the students if they find themselves in leadership roles within their extracurricular work or during school.
- Ask students if they could see themselves being involved in extracurricular activities at the college level.
- Have students complete the first column of the 9th grade college visit activity sheet.
- As a class, write down ten questions you would like to ask student leaders from the college you are visiting. Make sure the questions relate to learning experiences, scholarship dollars, leadership growth, and the college culture.

Campus visit

- When setting up your visit, ask the campus how you can set up a panel of student leaders from the Student Government Association, fraternity or sorority executive boards, athletic teams or clubs, religious clubs, and other social groups. The college students can present to the group, and your students can ask questions about leadership in college.

Reflection activity

- Have each student complete the 9th grade visit activity sheet (see next page).
- Have each student complete the campus note card (within this toolkit).
- Have students write down which clubs and organizations they may want to join in college and why.
- Ask students to write and send thank you notes to your campus contacts and chaperones. Encourage them to include information about what they liked about campus, what they learned, or what made the visit memorable for them.

STUDENT LEADERSHIP OPPORTUNITIES

Activities and organizations I currently am or wish to become involved with in the future:	Is there a similar opportunity at the college level?	Is it possible to receive scholarships for participating in this opportunity?
Example: volunteering	Bonner Scholar	Yes
Example: Student Council	SGA (Student Government Association)	Yes

The 10th grade visit

The tenth grade college visit should focus on expanding students' understanding of college as a path towards their future career. Students need to understand the relationship between college majors and careers.

Pre-visit activity

- Students should complete the Interest Profiler on cfwv.com to determine their interests and match them to potential careers.
- Students should write down five possible careers they would like to consider pursuing.

Campus visit

- Organize a presentation from the recruitment office staff about connecting majors to jobs. Students should listen to discover if the college has the major needed for each of the five careers they previously selected. If the college doesn't cover a career on a student's list, encourage him or her to ask the recruitment officer about available majors for that career path.
- Arrange for college alumni to speak on their current jobs and what it took to get there.

Reflection activity

- Have each student complete the campus note card (within this toolkit).
- Have students complete the College Matching Assistant activity on cfwv.com.
- Ask students to write and send thank you notes to your campus contacts and chaperones. Encourage them to include information about what they liked about campus, what they learned, or what made the visit memorable for them.

The 11th grade visit

The 11th grade college visit should focus on the entrance requirements for enrollment, including exam score and GPA requirements for scholarships and grants.

Pre-visit activity

- Work with each student to determine the day and time he or she can take the ACT or SAT. Help the student schedule is or her exam date.
- If a student cannot pay for the exam, work with him or her to secure a fee waiver.
- Inform students of the ACT/SAT test preparation resources on cfwv.com. If possible, give students time to utilize these resources during downtime during the school day or after classes.

Campus visit

- Ask for the admissions office to provide a complete walk-through tour of campus, an information session about the college or program, and an overview of entrance requirements and academic requirements for securing scholarships offered by the campus.
- Ask the admissions office to explain the concept of remedial education and provide strategies for students to avoid taking remedial classes.

Reflection activity

- Have each student complete the campus note card (within this toolkit).
- Remind students of the importance of taking the ACT/SAT early. Remind them that they can take the tests more than once to improve their scores.
- Go over the requirements for obtaining the WV PROMISE Scholarship and WV Higher Education Grant.
- Ask students to write and send thank you notes to your campus contacts and chaperones. Encourage them to include information about what they liked about campus, what they learned, or what made the visit memorable for them.

The 12th grade visit

A college visit for seniors should focus on the application process, including the necessary steps students should take after applying. The visit should help students narrow down the list of institutions they are considering in order to find options that best suit their interests and needs.

Pre-visit activity

- Ask students to review their college visit note cards from previous visits. Discuss how their views have changed over time and identify their major postsecondary wants and needs.
- Review the CFWV Admissions 101 guide in detail with students. (Visit the education and outreach tab of cfwv.com to download the guide or request paper copies.)

Campus visit

- Ask for the admissions office to provide a complete walk-through tour of campus, an information session about the college or program, and an overview of financial aid.
- Ask the college (in advance) if they offer an “apply on the spot” workshop, allowing students to submit applications to the college while on site.
- Ask the admissions office to provide a step-by-step overview of the steps to complete after applying to college.
- Ask for a tour of the residence halls, if the institution offers them.

Reflection activity

- Have each student complete the campus note card (within this toolkit) for the college you visited.
- Have students make copies of the college fit worksheet included in the Admissions 101 guide (available at cfwv.com). Work with them to research campuses they are considering and complete the worksheet for each of their college options.
- Ask each student to provide you with a list of schools or programs they are planning on applying to. Follow up throughout the next few weeks or months to ensure that students are on track. Students should aim to have their applications in by Halloween.
- Make sure that students who are planning on attending a four-year college have taken the ACT or SAT. Discuss scores required for admission. If students need to take or retake the tests, encourage them to use the free test prep resources available on cfwv.com.
- Ask students to write and send thank you notes to your campus contacts and chaperones.

Contact

If you have questions about this toolkit, please contact:

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