



# WebSource

## For the Classroom

### Organizational Skills: College Visits

#### Discussion Questions

- What do you need to know before visiting a college?
- Who might you meet with?
- What should you ask?
- What places on a college campus should be included as part of a college visit?

#### Activity: Organizing a College Visit

Students will review tasks and a thought process in order to prepare for college visits.

##### PROCEDURE

1. Discuss with students that part of the college preparation process is to visit colleges and see, first hand, what college life looks and feels like. Remind them that it is easy to feel overwhelmed during this process and, with proper preparation, it can be an enjoyable, exciting experience.
2. Have students pair up to prepare a list of how to prepare for a college visit. Bring the class back together to share their lists. Create a master list on the board and review as a class. The list might include the following elements: Name(s) of admissions officer(s), location of admissions office, dates and times of college tours, special areas of interest to explore, having on hand materials to jot down important names and notes.
3. Explain to students they will meet a lot of people on campus and will want to make a good impression on them. Ask students how they think they should present themselves. Ask students how they think they should dress on a college visit. Call on students to demonstrate to the class good and bad examples of how they should present themselves.
4. Have students pair up again to practice introducing themselves upon meeting new people. They should have a firm handshake, make eye contact, demonstrate confidence, remember names, etc.
5. Explain to students that school admissions officers often track the level of perceived interest of perspective students. It is important to jot down the names and emails addresses of contacts made on college campus visits. It may be helpful to send a note to college admissions officers or professors who you meet on a college visit. Take a moment to draft a sample note of thanks following that encounter.
6. Encourage students to keep a binder of all materials gathered on college visits. This will help them stay organized during the process. (*NOTE: This binder might have been created in the previous school year.*)