Planning a Successful College Visit

7-12 Grade Level Checklist, resources and tips for educators of middle and high school students.
College visits give middle and high school students the opportunity to interact with students and staff, experience campus life through activities and tours, and learn about possible majors and careers.

A day on campus helps make the potentially far-off and far-away idea of “college” a reality – and with your additional support, should provide students with the inspiration and tools to reach the goal of continued education after high school.

Use this checklist and planning guide to know what to do before, during, and after a college campus visit in order for it to be successful for your students or school.
## Grade Level College Visit—Checklist

### Before

**9 months**
- Team planning
- Analyze data
- Implementation Plan/Budget
- Native Youth Preview Days/Native Student Days

**3—6 months**
- Determine purpose of the college visit
- Secure funding and administrative support
- Invite parents or other guests

**1—3 months**
- Contact college
  - Campuses may have an online tool to assist in the scheduling of the tour
  - Have several dates available
  - Be clear on purpose of visit
  - Consider meal needs
- Prepare students and/or parents
  - Prepare college or subject curriculum
  - Parent college night (optional)
- Administrative tasks for school
  - Substitute requests
  - Transportation and lodging (if applicable)
  - Bagged lunches (if applicable)
  - Recruit chaperones

**2 weeks—1 month**
- Permission slips
- Check in with college contact
- Connect with graduates of your school that are studying at the college
- Present related curriculum to students
- Substitutes

**1 week**
- Check in with college contact
- Confirm and orient chaperones
- Assign groups of students to chaperones
  - Nametags (optional)
- Present related curriculum to students
- Pre-Visit Survey (optional)
- Parent Night (optional)
- Advise students/chaperone what to wear

**1 day**
- Remind students and chaperones; go over expectations
- Be sure you have maps, directions, parking information, phone numbers
- Contact college with any major changes (number of students, time of arrival).

### During

- Be on time
- Stay in touch with college contact if you are going to be late or early
- Go over expectations for students and chaperones
- Take photos
- Be flexible!
- Wear comfortable shoes and appropriate clothing for the weather
- Supervise students
- Have fun!
- Have back-up activity planned if there is a no show.

### After

- Post-Visit Survey (optional)
- Send thank you e-mails or notes to staff and students that helped with your college visit
- Post photos to class website (photo releases needed) or on classroom bulletin board
- Reinforce learning outcomes from campus visit during classes
- Maintain momentum of college visits with “College T-Shirt Fridays” or other traditions
- Host additional Parent Information Nights
- Email GEAR UP photos/feedback
- Start planning the next one!
MONTANA COLLEGES

Visit http://batchgeo.com/map/bd7de372df1ea5e324db9ec946c738a3

TRIBAL COLLEGES

Q. Blackfeet Community College  
W. Fort Peck Community College  
S. Stone Child College

T. Chief Dull Knife College  
U. Little Big Horn College  
V. Salish Kootenai College

R. Aaniiih Nakoda College

2 YEAR COLLEGES

L. Flathead Valley Community College  
E. Gallatin College  
J. MSU-Great Falls COT

P. Dawson Community College  
N. Miles Community College  
I. Highlands College

C. Helena College  
B. Missoula College

4 YEAR COLLEGES

C. Carroll College  
G. MSU-Billings  
E. MSU-Bozeman

D. MSU-Northern  
I. MT Tech of the UM  
G. Rocky Mountain College

B. UM-Missoula  
A. UM-Western  
J. University of Great Falls
Continue your college visit with more opportunities for academic enrichment within the surrounding college community.

**Billings:**
- Big Horn Recreational Area/National Monument
- Buffalo Bill Historical Center
- Chief Plenty Coup State Park
- Close proximity to Yellowstone National Park
- Custer Battlefield Museum
- Pictograph Cave State Park

**Bozeman:**
- Close proximity to Big Sky, MT/Yellowstone National Park
- The American Computer Museum
- The Museum of the Rockies
- Lodgepole Gallery of Tipi Village

**Browning:**
- Glacier National Park
- Museum of the Plains Indians
- The Blackfeet Heritage Center

**Butte:**
- Copper King Mansion
- Francis Museum of Transportation
- Hike to Our Lady of the Rockies
- World Museum of Mining

**Dillon:**
- Beaverhead County Museum
- Beaverhead-Deerlodge National Forest
- Clark’s Lookout State Park

**Flathead Valley:**
- Blacktail Mountain
- Bob Marshal Wilderness
- Glacier National Park
College Town Attractions

Fort Peck:
- Charles M. Russell Wildlife Refuge
- Fort Peck Summer Theatre
- Fort Peck Reservoir

Great Falls:
- C.M. Russell Museum
- Dearborn River
- Lewis and Clark Interpretive Center
- The History Museum

Helena:
- Archie Bray Foundation
- Exploration Works
- Gates of the Mountains
- Montana Grandstreet Theater
- Historical Society
- State Capital

Little Bighorn:
- Bighorn Canyon National Recreation Area and Yellowtail Dam
- Chief Plenty Coups State Park
- Little Bighorn Battlefield National Monument/Reno-Benteen Battlefield

Missoula:
- Caras Park
- Fort Missoula Museum
- Hike to the “M”
- The Wilma Theater

Pablo:
- Flathead Lake State Park
- National Bison Range/Pablo National Wildlife Refuge
- Ninepipe National Wildlife Refuge and State Wildlife

Lewis & Clark National Historic Trail Interpretive Center located in Great Falls, MT.

Spirit Warriors Sculpture, Little Bighorn Battlefield National Monument, MT.

Students participating in an activity on U of M - Missoula campus tour.
GEAR UP Liaison:

Once you have completed the first page of the College Visit Components, contact the college visit coordinator at the college you wish to visit. Discuss the information on this sheet. Once the details of the visit have been determined by you and the college, complete the confirmation section. Finally, email the completed form with agenda to campus contact coordinator.

Information about the group:

GEAR UP School: ____________________________ GU Contact: ____________________________
Mailing Address: ________________________________________________________________

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Phone number: ____________________________ Cell Phone Number: ____________________________
Email Address: ____________________________

Number of students in each grade planning to attend the college visit:

7th grade = _____; 8th grade = _____; 9th = _____; 10th = _____; 11th = _____; 12th = _____

Total number of students: ___________

# of Adult Chaperones __________
Chaperones will be with the group at all times: □ Yes □ No
Is this an overnight trip? □ Yes □ No
If yes, where will you be staying? __________________

Pre-Visit Preparation: ________________________________________________________________
___________________________________________________________________________________

Has this group visited this campus before? □ Yes □ No
If yes, date of visit: _________________

Other colleges this group has visited: ______________________________________________________
___________________________________________________________________________________

Describe any accommodations needed for this group: ________________________________________

Expectations of the visit (what do you hope your students will learn/experience by visiting this campus?)
___________________________________________________________
___________________________________________________________
Campus contact coordinator:

College Name: __________________________________ Location: _______________________
College Contact: _______________________________ Phone Number: ___________________
Cell phone: ______________________ Email Address: __________________________________
Proposed Date of Visit: ___________________________ Alternative Date: _________________

Plan:
Check all that apply keeping in mind the time requirements for each activity. Times are approximate and will vary between campuses. Indicate special requests on the line next to the activity. Please use indicated timeframes; exceeding suggested times is not recommended.

☐ Tour of Campus (1-2 hours)_______________  ☐ Visit with Admission (30 minutes) __________
☐ Financial Aid/Scholarships (30 min)________  ☐ Meet with a Professor (30 min)_____________
☐ Attend a Class* (1-1 ½ hours) _____________  ☐ Career Presentation* (30-60 min) __________
☐ Scavenger Hunt* (30 min) _________________  ☐ Student Panel* (45 min.–1.5 hours) __________
☐ Meals on Campus—Check with the campus for meal prices. (1 hour) ______________
☐ Student Support Services_________________  ☐ Other______________________________

*Activities may not be available

Confirmation:

Date of Visit: __________ Time of Arrival: __________ Departure Time: __________
Meeting Place: ___________________________ Name of Greeter: ________________________
Person/Phone number to call if the group will be delayed: ______________________________
### Template Agenda

- **School visiting campus:** ____________
- **Liaison:** ____________
- **Campus:** ________________
- **Contact:** ____________
- **Grade:** ____________
- **Date:** ____________

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location/Room</th>
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<tbody>
<tr>
<td>_____ am/pm</td>
<td>Depart GEAR UP School</td>
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<td>_____ am/pm</td>
<td>Arrive on Campus</td>
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<tr>
<td>_____ am/pm</td>
<td>Welcome to College!</td>
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<tr>
<td>_____ am/pm</td>
<td><strong>Campus Tour</strong></td>
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<td>Residence Hall</td>
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<td>Financial Aid Office</td>
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<td>Library</td>
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<td></td>
<td>Quad</td>
<td></td>
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<td></td>
<td>Student Union</td>
<td></td>
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<td></td>
<td>Career Center</td>
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<td></td>
<td>Student Support Services</td>
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<td></td>
<td>Classroom</td>
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<td>_____ am/pm</td>
<td><strong>Small Group/Presentations</strong></td>
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<td>_____ am/pm</td>
<td><strong>Meet with Students</strong></td>
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<td>_____ am/pm</td>
<td><strong>Wrap-up</strong></td>
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<tr>
<td>_____ am/pm</td>
<td><strong>Return to Bus</strong></td>
<td></td>
</tr>
<tr>
<td>_____ am/pm</td>
<td><strong>Return to GEAR UP School</strong></td>
<td></td>
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</tbody>
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*Provide to campus coordinator, school administration, chaperones, and parents as well as students.*
APPENDIX

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A Native American Grass Dancer at MSU-Bozeman.
We appreciate your support of Montana GEAR UP efforts to expose middle and high school students to college life. After years of working with students in 7-12th grades, here are a few tricks and tips.

1. Get ready
   - Work with the GEAR UP Liaison to identify and coordinate the needs/wants of the group
   - A ‘minimum’ college visit for a GEAR UP group should include a campus tour, a meeting with an admissions representative, and a presentation on financial aid
   - Know your audience – make sure you know how many students to expect, age/grade, type of school, tribal affiliation, etc.
   - Publications should be selected with the grade level in mind

2. Meet and greet
   - Welcome the group—chaperones brief students
     - Have students be respectful as you go through campus and classrooms, helping to remind them that they are potential college students
   - Identify the chaperones
     - Have them introduce themselves
   - Review the schedule and process

3. Provide a meaningful experience
   - Keep the students engaged
     - Ask each student to quickly state their name, grade, and one other interesting fact
     - Incentives – make a big deal out of right answers and if you have cheap items (e.g., pens, pencils, candy, stickers, tattoo, etc.), hand them to students that participate
   - Use student tour guides that are alumni from the touring school
   - College student panels are always a big hit with juniors/seniors

4. Provide an age appropriate experience
   - Middle school students are captivated by the social side of college. Opportunities to view students engaged in hands-on activities are great. Of course, sports venues are a big hit.
   - High school students will be interested in all the things middle school students are, in addition to hearing about financial aid, the admissions process, etc.

5. Send them on their way
   - Depending on your college’s mailing list policy, invite interested students to complete an interest card...they love to get mail at this age
   - Follow-up by phone or email with the GEAR UP liaison, review visits, and discuss future goals

On behalf of the entire GEAR UP program, thank you for your time and for your commitment to student success!
Montana GEAR UP provides students with many opportunities to start seeing college in their futures. One important way we do this is by taking students to college campuses for formal visits. The colleges (and Montana GEAR UP) require that groups are well supervised at all times. We appreciate your willingness to serve as a chaperone. Here is some information to help you understand your role as chaperone:

Chaperones:

- Students are often nervous, help them feel comfortable by joining in on activities.
- Monitor behavior of the students. If there is a problem, talk to the school staff to determine the appropriate level of corrective action needed.
- Remember that campus officials are used to working with slightly older students and may not be as prepared as you are to support positive behavior among younger students.
- If students are split into smaller groups, make sure that at least one chaperone goes with each group.
- Be engaged at all times (walk with group, limit cell phone use to chaperone related calls).
- Have students ask appropriate questions of the tour guide/speakers. They may need you to initiate questions.
- Feel appreciated for helping to make this college visit a success.
- Have a great time!

On behalf of the entire GEAR UP program, thank you for your time and for your commitment to student success!
### Grades 7-12

**Pre-visit activities:**
- Participate in a classroom discussion
- Complete MCIS college research
- Generate questions for tour guide
- Take a virtual tour (knowhow2go)
- Do a web-based treasure hunt

**Activities on campus:**
- Tour (dorms, library, classrooms, financial aid office)
- A meeting with an admissions officer
- Tour of technology programs
- Student activities
- A scavenger hunt
- A Native American Club activity
- A tour of the career center

**Post-visit activities:**
- Complete the Montana GEAR UP college visit survey
- Participate in a class discussion/debriefing
- Send thank you notes
- Write in a journal

### Grades 7-8

**Post-visit activities:**
- Complete an essay/photo essay project
- Use pictures to create college recruiting posters
- Complete graded worksheets
- Complete word searches and puzzles

### Grades 9-12

**Activities on campus:**
- A lecture & writing assessment
- A question and answer period
- Program of study information

**Post-visit activities:**
- Write a self-reflection report
- Do a power point presentation
- Take a college quiz
- Fill out a practice college application
- Write a comparison paper on two types of postsecondary institutions
- Interview parent chaperone
- Research careers of interest in Montana on the Montana Department of Labor website at [http://www.ourfactsyourfuture.org/cgi/databrowsing/?PAGEID=4](http://www.ourfactsyourfuture.org/cgi/databrowsing/?PAGEID=4)

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Get ready. Find your dream school. Fund your dream education. Scholarships and colleges that work for you.

College Greenlight- [http://www.collegegreenlight.com/index.jsp](http://www.collegegreenlight.com/index.jsp)
ON THE BUS GAMES FOR COLLEGE VISITS

Use these games during the bus ride or as a fun pre-visit activity.

**FAMILY FEUD**
In this game, the two sides of the bus compete against each other as “families”, and the GEAR UP Liaison or teacher serves as the game host.

One person from each side is paired against one another for a speed question. For example, the host might say, “Name one Montana university and its mascot.” or “Name one of Montana’s private colleges”. Base your questions on whatever pre-visit material you’ve covered with your students.

The first person to hit the buzzer (make a sound, clap, etc.), answers the question. If they get the answer right, the question goes to their team (and they get 10 points). If they get the answer wrong, the other team gets a shot.

Then, each person on the other team provides an answer for the question. As each answer is given, the host says “survey says…” If the answer is correct, the team is awarded points (10 points per answer) and play continues. If the answer is incorrect, the team gets a strike. After 3 strikes, play is passed to the other team.

The team continues play with this question until all answers are given or a certain time has elapsed. At that point, the host reveals all the answers and tallies the points for that question.

Play resumes with another speed question. Repeat steps.

**20 QUESTIONS**
The Liaison picks a college.

The students take turns asking questions about the school (i.e., is it a 4-year college?, Does it have dorms?, Is it located in Eastern Montana, etc.).

The Liaison answers either ‘yes’ or ‘no’ to each question.

When a student thinks they have the answer, they write it on a piece of paper and pass it to the Liaison.

If the student is correct, he or she becomes the leader and picks the next college; if the answer is incorrect, play resumes.
Montana COLLEGE “TABOO”
This game is modeled after the game “Taboo” and is also similar to the $25,000 Pyramid TV game show.

The bus is split into two teams. The object of the game is to get through the most cards in one minute.

Each card has an answer at the top and then 3-5 facts about the answer on the card.

One person from the team is required to give clues for the answer without saying any of the fact words on the bottom of the card. For example, a card might look like this:

UNIVERSITY OF Montana-Western
• Bulldogs
• Dillon
• Red and Black

In this case, the answer is UM-W and the words that cannot be said are listed below it. The person has to come up with other facts about UM-W that can be used to guess the answer.

Once the team guesses the answer, the clue person moves on to the next card. Again, the object is to get through as many cards as possible.

Each correctly answered card equals one point. Points can be awarded to the other team if one of the following occur:
• The clue giver passes on the clue (either they can’t think of anything or they have given all their clues and their team still hasn’t guessed.)
• If they slip and accidentally say one of the “taboo” words on the bottom of the card.

Where to find more student games:
2013–2014 COLLEGE VISIT SURVEY

School you attend? ___________________________ College campus visited? ___________________________

1) What was the date of your college visit? __________________________

2) How did you prepare for this college visit before coming to the campus? (Bubble all that apply)
   □ Discussed college with Counselor/GEAR UP Liaison
   □ Visited the college website/read college materials
   □ Played “on-the-bus” or classroom games about college
   □ Other (specify) ___________________________
   □ Prepared questions for the college visit
   □ Checked college on MCIS
   □ Had group discussions about colleges & preparation activities/careers
   □ Did not do

3) Have you been on a college campus before? □ Yes □ No

4) While on campus, how helpful was each of the following activities for your college preparation? (Bubble “Didn’t do it” if you visit did not include that activity.)

<table>
<thead>
<tr>
<th>Activities on campus</th>
<th>Very helpful</th>
<th>Helpful</th>
<th>Somewhat helpful</th>
<th>Not helpful</th>
<th>Didn’t do it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touring the campus</td>
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<td>Eating at the food service</td>
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<td>Attending a class</td>
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<td>Meeting with a professor</td>
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<tr>
<td>Visiting a classroom or a lab</td>
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<tr>
<td>Visiting a student dorm</td>
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<tr>
<td>Visiting a Native American center</td>
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<tr>
<td>Talking with an admission counselor</td>
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<tr>
<td>Talking with a college student</td>
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<tr>
<td>Talking with a financial aid representative</td>
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<tr>
<td>Talking with student support services (TRIO)</td>
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<tr>
<td>Learning about clubs, activities, and sports</td>
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<td>Attending a career presentation</td>
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<tr>
<td>Visiting the library</td>
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<tr>
<td>Other _____________________________</td>
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</tbody>
</table>
5) While on campus....
   Did you feel welcomed?
   □ Yes □ No
   Did the college feel like a good fit?
   □ Yes □ No

6) To what extent do you agree or disagree with the following statements relating to your college visit?

<table>
<thead>
<tr>
<th>This college visit...</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has helped me understand what college life looks like</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Has helped me understand what I need to do academically for college</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Has helped me understand the costs to go to college</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Has increased my confidence in going to college</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Has helped me make my mind to go to college</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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7) Are you: □ Male □ Female

8) What grade are you in? □ 7 □ 8 □ 9 □ 10 □ 11 □ 12

9) How do you describe yourself? (Please choose only one response)
   □ White/Caucasian                          □ Alaska Native
   □ American Indian                         □ Black/African American
   □ Hispanic/Latino                         □ Asian
   □ Other (Please describe)_________________
Student Handout: Grades 7-8

At the University Bookstore:
☐ How much do books cost? _____________________________

At the dorms:
☐ What happens if I don’t get along with my roommate? ________________________________
☐ Do students have to live on campus? ________________________________
☐ Can I stay up as long as I want? _____________________________________________
☐ Where do people hang out? _____________________________________________
☐ Can I have a car on campus? _____________________________________________
☐ What do students usually do on the weekend? _____________________________________________
☐ Can I leave on the weekend? _____________________________________________
☐ How often do students get off campus? _____________________________________________
☐ Where do I find food? _____________________________________________

At the University Health Clinic:
☐ What happens if I get sick at school? _____________________________________________

At the Fitness Center/Student Center:
☐ Are there intramural sports or other athletic clubs? _____________________________________________
☐ What kind of different clubs and organizations are there on campus? _____________________________________________
☐ What are some major student events that happen on campus? _____________________________________________

How to get the most out of your campus visit.
☐ Read other student publications, such as department newsletters, alternative newspapers and literary reviews.
☐ Scan bulletin boards to see what daily student life is like.
☐ Checkout the school’s website and any campus blogs.
☐ Get a map of the college campus.
☐ Pack a notebook and /or a camera so you can record your impressions. You’d be surprised at how easy it is to forget details after you’ve seen a few colleges.

Here are some of my own questions I wish to ask while on campus:
1. _____________________________
2. _____________________________
3. _____________________________
When you visit a campus, it is important that you ask the right types of questions.

Look at Equipment and School Facilities:
- Is the library good for studying and research?
- What is the cafeteria like?
- Do students get free e-mail and Internet access?

Sit in on a Class or Two:
- What kinds of work are students doing?

Talk with Current Students in the Program:
- How much time is needed for studying and other work outside class?
- What do they like most/least about the school/program?
- How do they spend their free time?
- What are the other students like?
- What has been your favorite class and campus activity?

Talk with Instructors in the Program
- How long does it take most students to complete the program?
- Study habits– how much time will I need to study and/or do homework? What types of tests are there?

Talk with a Financial Aid Counselor:
- Does the college offer scholarships?
9–10 College Tour Questions

Student Handout: Grades 9-10

Admissions Building:
- If I were to enroll here, what exactly is included in the cost of tuition? _________________________
- Who is a good contact person to help me answer these questions? ______________________________
- Are meals included in the bill I receive for tuition? ________________________________
- Is there an academic advisor assigned to new freshman? ________________________________
- What kind of tutoring and academic support is offered? ________________________________
- Can you talk to the professors if you need help? ________________________________
- What degrees are offered?____________________________________________________________

Dorms:
- Can freshman live off campus?_________________________________________________________
- What exactly do the resident advisors do?________________________________________________
- Are there shuttles around campus or to off-campus locations? What's the cost? ______________

University Health Clinic:
- Are there extra costs to visit the clinic? ____________________________
- How can I get health insurance? ____________________________

Library:
- Where are the study areas?____________________________________________________________
- Is there a Writing Center with tutors to help me refine my work? ___________________________

Fitness Center/Student Athletic Center:
- Do students have to pay extra to use the Fitness Center? ________________
- What are the hours? ________________
- Do students get sporting event tickets? How? __________________________________________

Food Court/Cafeteria:
- How do I pay for my meals? ____________________________________________

Clubs:
- What clubs are offered on campus? ____________________________________________

How to get the most out of your campus visit.
- Read other student publications, such as department newsletters, alternative newspapers and literary reviews.
- Scan bulletin boards to see what daily student life is like.
- Browse the school’s website and any campus blogs.
- Get a map of the college campus.
- Pack a notebook and a camera so you can record your impressions. You’d be surprised at how easy it is to forget details after you’ve seen a few colleges.
Previous questions may apply. When you visit a campus, it is important that you ask the right types of questions.

Look at Equipment and School Facilities:
- Are the facilities and equipment up-to-date and operating?
- Is the equipment similar to what you would be using in a job/workplace?

Sit In on a Class or Two:
- Do the instructors seem knowledgeable?
- Are students learning what they need to know to get a job?
- What is their opinion of the instructors? Are instructors available outside of class?
- Do the instructors spend time with them to be sure they understand the material?

Talk with Instructors in the Program:
- What are the academic requirements in the program?
- What kinds of courses are offered? How often are they offered?
- What types of activities are the Professors/Instructors involved in that relate to the field of study?
- What kind of job/salary can one expect after graduating in this field?

Talk with an Admissions Counselor:
- What are the admissions requirements for the college or for a specific program?
- How do you apply, and which forms do you fill out?
- Will your family’s ability to pay for college be a factor in the admissions process?
- What are the housing requirements and parking rules?
- Can credits be earned online or transferred from other colleges?
- What percentage of graduates are employed within one year?

Talk with a Financial Aid Counselor:
- How much does it cost to attend the college (including tuition, room and board, fees, etc.)?
- What financial aid options are available?
- What percentage of undergraduates receives aid?
- How much do they receive on average?
- Will private/non-government scholarships reduce the amount of need-based aid you receive?
- How much student debt do graduates typically leave with?

Here are some of my own questions I wish to ask while on campus:
1.
2.
3.
11-12 COLLEGE TOUR QUESTIONS

Student Handout: Grades 11-12

Admissions Building:
☐ What type of school is this, private/public? ____________________________________________
☐ Where is the Financial Aid Office? __________________________________________________
☐ Where and how do I pay my tuition and fees? _________________________________________
☐ What type of work study is available? _______________________________________________
☐ How do students register for classes? _______________________________________________
☐ How do I receive my grades? ______________________________________________________
☐ When is the financial aid deadline? _________________________________________________
☐ What are the minimum SAT/ACT composite scores? What are the average SAT/ACT scores?
   _______________________________________________________________________________
☐ What are the most popular majors? _________________________________________________

University Bookstore:
☐ What other services are available at the bookstore, other than books? __________________
☐ Do they offer electronic books? _____________________________________________________
☐ Do they offer used books/book exchange? ___________________________________________

Dorms:
☐ What do I need to bring along for my dorm room? _________________________________

Library:
☐ What are the hours that the library is open? ________________________________________

How to get the most out of your campus visit.
☐ Read other student publications, such as department newsletters, alternative newspapers and literary reviews.
☐ Scan bulletin boards to see what daily student life is like.
☐ Browse the school’s website and any campus blogs.
☐ Get a map of the college campus.
☐ Pack a notebook and a camera so you can record your impressions. You’d be surprised at how easy it is to forget details after you’ve seen a few colleges.

Here are some of my own questions I wish to ask while on campus:
1. ____________________________
2. ____________________________
3. ____________________________
Student Handout: Grades 11-12

Previous questions may apply. When you visit a campus, it is important that you ask the right types of questions.

Look at Equipment and School Facilities:
- How large are the dorm rooms? What type of furniture is provided/allowed?
- Are the dorm rooms quiet enough for studying?
- Are there plenty of computer labs?

Talk with Current Students in the Program:
- Why did you choose this college?
- What types of extracurricular activities are available?

Talk with Instructors in the Program:
- How long have they taught at the school? Do they teach full time or part time?
- What background do they have in the field? How does it relate to the courses they teach?

Talk with an Admissions Counselor:
- Has the institution and its programs been accredited by a recognized accrediting association?
- Is this a research or teaching based institution?
- When are the important deadlines for admissions?
- What are the ACT score benchmarks?

Talk with a Financial Aid Counselor:
- Which financial aid forms do you need to fill out and what are the deadlines?
- How is financial aid paid out? When will you receive it?

Little Big Horn College.
How to Make the Most of Your Trip
Visiting a college campus helps you get a sense of the college and what life at that college is like. This can help you decide whether the college is right for you.

When planning your campus visits, make sure to allow time to explore each college. While you’re there, talk to as many people as possible like college admission’s staff, professors, and students. Below are some other things you can do while visiting.

<table>
<thead>
<tr>
<th>Get Ready</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Before your visit, you should get prepared:</td>
<td></td>
</tr>
<tr>
<td>☐ Explore the college’s official website and review any materials the college has sent you. This will help you come up with questions specific to that college.</td>
<td></td>
</tr>
<tr>
<td>☐ Make a list of questions to ask both staff and students. You can use the Campus Visit Checklist as a starting point.</td>
<td></td>
</tr>
<tr>
<td>☐ Get a map of the college campus and check where the admissions office is. This will help ensure that you’re on time for your visit.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Gather Information</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Find out what you need to do to apply and see if the college’s class and major offerings are what you want:</td>
<td></td>
</tr>
<tr>
<td>☐ Take part in a group information session at the admissions office.</td>
<td></td>
</tr>
<tr>
<td>☐ Interview with an admission officer.</td>
<td></td>
</tr>
<tr>
<td>☐ Pick up financial aid forms.</td>
<td></td>
</tr>
<tr>
<td>☐ Sit in on a class that interests you. If classes aren’t in session, just see what the classroom settings are like.</td>
<td></td>
</tr>
<tr>
<td>☐ Meet a professor who teaches a subject that interests you.</td>
<td></td>
</tr>
<tr>
<td>☐ Talk to students about what they think of their classes and professors.</td>
<td></td>
</tr>
<tr>
<td>☐ Get the names of the people you meet and their business cards so you can contact them later if you have questions or concerns.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>When you’re ready to go, remember to do the following:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Pack a notebook and a camera so you can record your impressions. You’d be surprised at how easy it is to forget details after you’ve seen a few colleges.</td>
<td></td>
</tr>
<tr>
<td>☐ Make fair comparisons of the colleges you visit. Print out several copies of the Campus Visit Score Card.</td>
<td></td>
</tr>
</tbody>
</table>

(Note: Some activities will need to be set up in advance.)
**INDIVIDUAL CAMPUS VISIT CHECKLIST**

**JUNIORS/ SENIORS**

<table>
<thead>
<tr>
<th>Explore the Campus</th>
<th>Take a campus tour.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get a feel for student life and see if this college is a place where you will do well:</td>
<td>Talk to current students about life on campus and the college.</td>
</tr>
<tr>
<td></td>
<td>If possible, check out the freshmen dorms and stay overnight with a student.</td>
</tr>
<tr>
<td></td>
<td>Visit main student buildings such as the dining hall, fitness center, library, career center, bookstore &amp; other campus facilities.</td>
</tr>
<tr>
<td></td>
<td>Student Support Services.</td>
</tr>
<tr>
<td></td>
<td>Talk to the coaches of sports that you may want to play.</td>
</tr>
<tr>
<td></td>
<td>Explore the community surrounding the campus.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questions to Ask During Your Visit</th>
<th>What are the best reasons to go to this college?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here are some questions you may want to ask your tour guide or students you meet on campus:</td>
<td>What’s it like to go from high school to college?</td>
</tr>
<tr>
<td></td>
<td>What do you do in your free time? On the weekends?</td>
</tr>
<tr>
<td></td>
<td>What do you love about this college?</td>
</tr>
<tr>
<td></td>
<td>What do you wish you could change about this college?</td>
</tr>
<tr>
<td></td>
<td>Why did you choose this college?</td>
</tr>
<tr>
<td></td>
<td>What is it like to live here?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Out Campus Media</th>
<th>Listen to the college radio station.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tune in to learn what’s happening on campus and what’s on students’ minds:</td>
<td>Read the student newspaper.</td>
</tr>
<tr>
<td></td>
<td>Read other student publications, such as department newsletters, alternative newspapers and literary reviews.</td>
</tr>
<tr>
<td></td>
<td>Scan bulletin boards to see what daily student life is like.</td>
</tr>
<tr>
<td></td>
<td>Go to the career center and learn what services they offer.</td>
</tr>
<tr>
<td></td>
<td>Browse the school’s website and any campus blogs.</td>
</tr>
</tbody>
</table>
After our visit to ___________________________________________, you’ll need to do some detective work.

Start out by going to the college’s website and answering each of the questions below.

1) What town is the main campus located in? ______________________________________________________

2) How many students attend? _________________________________________________________________

3) How much are tuition and fees for one year? $______________

4) Do they have on-campus housing (dorms)? If so, how much does it cost for the year? $____________

5) What are the school colors? _________________________________________________________________

6) What is the school mascot? __________________________________________________________________

7) Name two student clubs:

   1) ________________________________________________________________________________

   2) ________________________________________________________________________________

8) Do they have fraternities and sororities? ☐ Yes ☐ No

9) What does it take to be admitted to this college?

   1) What kinds of grades or GPA should I be getting? ______________________________

   2) What classes do I need to take? ______________________________________________________

                                ___________________________________________________________________________

   3) Do I need to take a standardized test like the SAT or the ACT? ☐ Yes ☐ No

   4) Will I have to take any remedial courses or a placement test? ☐ Yes ☐ No

   5) If yes, which one(s) will the college accept? __________________________

10) Name three different majors offered at this college:

   1) ________________________________________________________________________________

   2) ________________________________________________________________________________

   3) ________________________________________________________________________________
11) What kinds of degrees can you earn at this college (check all that apply)?

<table>
<thead>
<tr>
<th>Degree Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Associate’s</td>
</tr>
<tr>
<td>_____ Master’s</td>
</tr>
<tr>
<td>_____ Certificate</td>
</tr>
<tr>
<td>_____ Bachelor’s</td>
</tr>
<tr>
<td>_____ Doctorate</td>
</tr>
</tbody>
</table>

12) Is there a career center at this college? If so, what kinds of services do they offer to students?

_____________________________________________________________________________

Now that you’ve done your research, think about what you would like to gain from our visit to the college. Give three answers for each question below.

What are some questions you’d like to ask students on the campus?

1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________

What are some questions you’d like to ask someone that works there?

1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________

What parts of the campus would you like to see the most and why?

1) __________________________________________________________________________
2) __________________________________________________________________________
3) __________________________________________________________________________
College Admissions Requirements

My ACT Score: ______________________
My PLAN Score: ____________________
My EXPLORE Score:___________________

Financial Consideration:

- Achievement Grant (Montana GEAR UP)
- Montana GEAR UP Pathways Scholarship
- American Indian Waiver
- MUS Honors
- Governors “Best and Brightest” Scholarship Program
- 2 + 2 Honor Scholarship

For more information, please visit the Montana University System website at:
http://mus.edu/che/arsa/CollegePrep/hscpindex.asp

College Score Card link:
http://collegecost.ed.gov/scorecard/

College Greenlight-Scholarships and Colleges that work for you:
http://www.collegegreenlight.com/index.jsp
College Comparison Scorecard

Compare colleges based on the characteristics that are most important to you. The scorecard helps you evaluate up to 2 schools side-by-side.

**Step 1:** Take the “What is my ideal college?” survey on the left-hand side.

**Step 2:** Rank colleges that you visit in person or on a virtual tour on a scale of 1 to 3 (3 is the best!) based on how well they fit your criteria.

**Step 3:** Total the scores up to see what college might be a great fit for you!

### Ranking System (1-3):
- 3 = It’s a perfect match!
- 2 = It kind of meets this criteria.
- 1 = Nope, it doesn’t have what I want.

### What’s my ideal college?

*Circle the answer or answers that best apply to you before your campus visit.*

<table>
<thead>
<tr>
<th>College #1:</th>
<th>College #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Name</strong></td>
</tr>
</tbody>
</table>

**I want a college that is located:**
- a. Close to home
- b. As far away as possible
- c. Somewhere in between so I can easily get back for weekends or holidays

**I prefer a campus size that is:**
- a. Small (under 5,000 students)
- b. Medium (5,000-15,000 students)
- c. Large (15,000+ students)

**I want the college to be in the:**
- a. City
- b. Suburbs
- c. Rural

**I want to be able to live:**
- a. On campus, in a dorm or apartment
- b. Off campus, in an apartment or house
- c. At home or with family

**I would prefer a college that is:**
- a. Private (not a public or state school)
- b. Public (state school)
- c. Single-sex (only male, only female)
- d. Religiously affiliated
- e. Known for serving ethnic minority populations (Tribal colleges, Historically Black Colleges and Universities, Hispanic-serving institutions)
- f. None of these are important to me
What’s my ideal college?

*Circle the answer or answers that best apply to you before your campus visit.*

<table>
<thead>
<tr>
<th>College #1: Name</th>
<th>College #2: Name</th>
</tr>
</thead>
</table>

**I want to complete my degree in:**
- a. 2 years or less (A.A.)
- b. 4 years (B.A., B.S.)
- c. More than 4 years (Masters, Doctorate, and Professional)

**My ideal college offers degrees in:**
- a. Art and Design
- b. Sciences and Engineering
- c. Health fields
- d. Teaching and Counseling
- e. Business or Law
- f. Native Studies
- g. Other:__________________

**I want to be able to participate in the following activities:**
- a. Sports (either intramural, Division I, Division II or Division III)
- b. Student government
- c. Community service
- d. Greek life (sororities and fraternities)
- e. Native Ceremonies
- f. Other clubs and activities:___________________________

**I want to be able to take advantage of the following student services:**
- a. Tutoring/academic support
- b. Counseling and health services
- c. Study abroad
- d. Recreational sports and/or a student gym
- e. Disability access
- f. Other:____________________________

**I want a college that offers financial aid including:**
- a. Scholarships
- b. Grants
- c. Loans
- d. Work-study programs
- e. This isn’t important to me.

**In - state versus out - of - state tuition costs:**

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
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</table>
**IN-KIND / MATCHING REPORT**

*liaisons remember to capture the time and effort of campus personnel* In-Kind Match contributions to the GEAR UP program that holds true value to the program, but that cannot be verified in the accounting records. No cash passes hands or it is contributed by a third-party. Questions please contact Kelly Hert at (406) 444-0321

**NAME OF CONTRIBUTOR:** __________________________________________________________________________________________

**ORGANIZATION/BUSINESS REPRESENTED:** __________________________________________________________________________

**TIME PERIOD:**
I certify that I personally, or the organization/business that I represent, have furnished in-kind services or goods to the above program as matching contributions as follows:

**SERVICES CONTRIBUTED**

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
<th>NUMBER OF HOURS</th>
</tr>
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</table>

Total hours of _____ x hourly rate of $__________ = TOTAL FOR SERVICES $__________

**GOODS CONTRIBUTED:**
(Proper documentation must be attached for each item listed)

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<th>$</th>
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</table>

TOTAL FOR GOODS $__________

**EXPENSES CONTRIBUTED:**

Travel: miles of personal car mileage @ $.555/per mile $__________

Meals: ($23.00/day in-state) $__________

($41.00/day out-of-state) $__________

Lodging: ($77.00/day in-state plus tax) $__________

(actual costs out-of-state plus tax) $__________

Other: $__________

TOTAL FOR EXPENSES $__________

TOTAL IN-KIND CONTRIBUTIONS $__________

I hereby certify that the contribution reported above has not and will not be paid from any federal funds and further that said contribution has not and will not be used as matching for any other federally funded program.

DATED THIS _________________________DAY OF_____________________, 20_______.

Contributor _________________________ GEAR UP Liaison _________________________
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University of Montana Western @ [http://www.umwestern.edu](http://www.umwestern.edu)

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