



## Helpful tips to have a successful 8<sup>th</sup> grade campus tour

### Planning your visit

- Plan your campus visit well in advance
  - Many colleges limit the amount of groups that visit per semester/year
  - Colleges need time to gather resources (staff) to accommodate large tour groups
- Allow yourself enough time for...
  - Traveling to the college
  - Parking (find out where to park van, bus, etc. before you arrive)
  - Walking to your destination
  - Enjoying the campus experience
- Ask the Admissions office
  - What time should we arrive?
  - How many chaperones are needed?
    - What is your maximum student to chaperone ratio?
  - What will be included on the visit? Some ideas include:
    - What this age group should be doing now to prepare for college
    - Types of degree programs
    - Cost of college and basic financial aid options
    - Unique experiences:
      - Student panel, with school alumni if possible
      - Classroom activity: professor and college students working with 8<sup>th</sup> graders on a field-related activity
    - Tour: share specific areas that you'd like your students to see:
      - Residence Halls
      - Classrooms
      - Athletic Facilities
      - Dining Hall
      - Also consider incorporating a [campus scavenger hunt \(under \*Find the Right Fit\*\)](#)
  - Will other schools be included in our campus visit?
  - Will we have the opportunity to eat lunch on campus?
    - Do you have a K-12 student rate? If not, how much is the cost per student? How do we pay?

### Before the campus visit

- Pre-teach
  - Discuss appropriate behavior and how to ask respectful questions (provide examples). Recommend the college share these expectations as soon as your students are on campus.
  - Encourage appropriate attire: comfortable walking shoes, weather appropriate clothing, and you may even encourage them to dress up for the visit to make a good impression.



- Have students write on an index card several questions they would like answered while on the visit. Collect these and redistribute once on campus.
- Call to confirm visit and details a week prior
  - Remind the college you will be bringing 8<sup>th</sup> grade students. This should prompt the college to provide different information than a high school junior would receive.
  - Determine student tour groups before arriving to campus. Ask the college how many students should be in each group.

### **Day of the campus visit**

- Take admissions office contact name and number in case of delays, directions needed, etc.
- Set expectations with students: listening attentively, being respectful, representing their school positively.
- Tour campus – and manage behavior – with students. (This is not the responsibility of admissions staff or tour guides.)

### **After your campus visit**

- Talk with your students about their experience, what they liked, did not like, what they wish they would have been able to experience. This can be a great activity on the bus ride home.
- Share your experience and student feedback with the college -- the good and the bad. Colleges need to hear how they can improve. When you share your successes with the campus, they will know to continue providing the resources that they gave you. Consider using the following template:

#### ***Sent via email***

Hi (name of admissions contact),

Thank you for hosting a campus visit for (your school name) on (date). We wanted to share some observations from our visit to campus.

(Share positives about the campus visit)

(Share areas that they can improve upon)

We appreciate the time your staff spent with our students. We hope to see many of them attend college and appreciate your efforts in having them on your campus. We look forward to working with you in the future.

Sincerely,

(Your Name)

- Visit with your school administration, faculty and staff about the experience. Let them know what your students learned and how you are seeing it change their college-going behaviors. Ask the faculty if they have observed any changes in students that they think may have been a result of the tour.