



Instructions for College Field Trips

SAMPLE - STUDENTS MUST PICK UP THIS FORM FROM THE COUNSELING OFFICE

Junior and Senior students are allowed 2 days of absences per year for college visits. When the absence is documented*, these 2 days do not count against the student's attendance record.

Note: The district **DOES NOT** allow students to miss school for a visit to a college within a sixty-mile radius unless he/she has a scheduled appointment with a university or college official for a scholarship or admissions interview. Within this sixty-mile radius, the appointment cannot just be for a tour. Tours can be scheduled on days that the students do not have classes.

WHAT YOU MUST DO....

Prior to the visit: The student must have the College Field Trip Form signed by the counselor or guidance secretary (Counselor's Prior Approval Box) AND all teachers before making the college visit.

At the visit: Students are required to obtain official documentation from the college with the date of visit and who the student met with. This is a common practice between high schools and colleges.

***CHECKLIST FOR A DOCUMENTED COLLEGE VISIT:**

- THIS FORM** with signatures prior to visit.
- OFFICIAL DOCUMENTATION FROM COLLEGE** with date and contact of visit.
- TURN IN BOTH** to Counseling Office within 2 school days of returning.

BE ADVISED: Failure to bring back the necessary documentation and submit it within 2 days will result in an unexcused absence in accordance with AISD policy. No exceptions!

James Bowie High School

COLLEGE FIELD TRIP FORM

**AVOID ATTENDANCE ISSUES.
FOLLOW ALL INSTRUCTIONS ON THE OTHER SIDE OF THIS FORM....EASY!**

Student Name _____ Student Number _____

Will be going on a college visit to _____
Institution

He/she will be absent from: _____ to _____
DATE and class periods DATE and class periods

Counselor's Prior Approval	
Signature _____	Date _____

TEACHERS: Please indicate you prior knowledge by placing your signature next to the class period the student will miss. This student understands that all missed class work must be made up by the time predetermined by you.

Period	Class	Teacher's Signature	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
0			

Complete this section **BEFORE** college visit. Keep this form to staple with the college documentation after your visit.

TURN IN AFTER VISIT
to Counseling Office. See
checklist on other side.
You're done!

Final Signature **AFTER** College Visit
*Staple the required documentation to this form

This is to verify that the above named student visited a college on the date(s) listed above. His/her absence should be recorded as a documented absence for attendance purposes and not be counted again him/her.

Counselor Signature

Date

The Campus Visit & College Evaluation

The Campus Visit

It is very important to research colleges in which you have an interest. There is no better way to learn about a college or university—the faculty, facilities, spirit, culture, academic atmosphere, student values—than to visit the campus when college is in session. It is better to see through your own eyes rather than rely upon the word of a friend or the school’s promotional materials.

The campus visit can be considered “educational insurance” because:

1. You are more likely to choose a college that is “matched” to your needs.
2. You will have an opportunity to evaluate what students wear, how they live, etc.
3. You will be able to observe where you will eat, sleep, study, attend classes, and take part in campus activities.
4. You are likely to do better work if you are in an environment which is congenial to your value system and needs.

Preparing for a college visit:

1. Arrange your visit in advance. Avoid being a “drop-in.”
2. Your counselor will assist you in planning your visit. Many schools have special weekend events and tours; some send brochures and registration materials to your school.
3. Allow sufficient time for a college visit. Preferably a full day— not less than half a day at each college.
4. Familiarize yourself with the college catalog/bulletin before you arrive on campus.
5. Inform the college about your areas of interest, curriculum, activities, etc. Indicate whether you have applied for admission.
6. Know something about your own high school before visiting (for example, four-year, public, enrollment, class size, course offerings).
7. Summarize your personal interests, awards, activities, etc.
8. Give careful attention to your appearance, grooming, and conduct. The campus interview facilitates “putting a face with a name.” Often notes are kept and placed in your application file. Remember to put your best appearance forward. You are representing your high school and future applicants as well as yourself.



Try to do the following:

1. Visit several classes.
2. Talk to the college students. Ask them about the academic and social life on campus.
3. Take a notebook. After you have visited, make notes while information is fresh in your mind about:
 - facilities and campus
 - faculty and students
 - instructional program and regulations
 - names and titles of officials with whom you visited

College Evaluation: What to Learn & What to Ask on a Campus Visit

Classes

1. What is the average size of class for freshmen? Upperclassmen?
2. Who will teach freshmen courses: graduate assistants or full professors?
3. What is the faculty advisor system? How easy is it to meet with the advisors? How are they assigned (by department major, randomly, etc.)?

Campus

1. Does the campus appeal to you?
2. Size? Is it easy to get around?
3. Will you need a car? Are freshmen permitted to have cars?
4. Is parking a problem?



Housing

1. Is on-campus housing a problem?
2. Are freshmen required to live in a dorm?
3. How is housing assigned? Is there a separate housing application? Deadline? Deposit?
4. How are roommates assigned? Can you request a particular roommate?
5. How many students per room? Are single rooms available?
6. Are the study facilities of the dorm satisfactory? Are there
7. study hours or “quiet rooms”?
8. Are dining facilities of the dorm satisfactory? Is it required or optional to purchase meals?
9. What percentage of students live on campus? Off campus? Commute?
10. Are rooms “wired” for personal computers?

Admissions Criteria

1. How will the college/university be evaluating the student? What criteria are used in the admissions process (test scores, GPA, rank, area of study, recommendations, activities, other factors)?
2. What are the application deadlines and procedures?

College Costs and Financial Aid/Scholarship Opportunities

1. What are the school’s basic costs (tuition, room, board, fees)? What other costs are involved in attending (books, personal, etc.)?
2. What kinds of financial aid programs are available? What is the procedure for applying? Deadlines? Work opportunities? Loans?
3. Are there merit or no-need scholarships? Athletic or talent awards?

Services for Students with Disabilities

1. Does the college offer a comprehensive SSD program?
2. Is subject-area tutoring available?
3. Are the following aids and services provided?
 - alternative exam arrangements
 - textbooks on tape
 - note takers
 - counseling



After the Campus Visit

Write thank you notes to the Director of Admissions and to any other staff or faculty who interviewed you and extended courtesies while you were on campus. This should be done promptly upon returning home. Also, thank persons from your school who have helped you.

See your counselor—discuss what you have learned.

Begin completing the “College Comparison Checklist” on the next page to compare and contrast your choices.

Review evaluations and impressions; begin ranking the colleges on your list.

Colleges I’d like to visit:

- 1) _____
- 2) _____
- 3) _____
- 4) _____



SIDE BY SIDE COLLEGE COMPARISON

	<u>College 1</u>	<u>College 2</u>	<u>College 3</u>
Location <ul style="list-style-type: none"> • distance from home 			
Size <ul style="list-style-type: none"> • enrollment • physical size 			
Environment <ul style="list-style-type: none"> • type of school (2yr/4yr) • school setting • location and size of city • co-ed, male, female • religious affiliation 			
Admissions Requirements <ul style="list-style-type: none"> • deadline • tests required • average test scores, GPA • special requirements • notification • contact person 			
Academics <ul style="list-style-type: none"> • major offered • special requirements • accreditation • student-faculty ratio • typical class size 			
College Expenses <ul style="list-style-type: none"> • tuition, room & board • estimated total budget • application fee, deposits 			
Financial Aid <ul style="list-style-type: none"> • deadline • required forms • % receiving aid • scholarships 			
Housing <ul style="list-style-type: none"> • residence hall • food plan 			
Facilities <ul style="list-style-type: none"> • academic • recreational 			
Activities <ul style="list-style-type: none"> • clubs/organizations • Greek life • athletics, intramurals • others 			

College Search Websites

The following are internet addresses for conducting college searches:

www.c3apply.org

American College Testing Program

View photos or even take “virtual tours” of many colleges, apply to participating colleges, access information about the ACT Assessment (register online), and use free Financial Need Estimator.

<http://community.coin3.com>

COIN Career Community

Research two-year and four-year colleges based on criteria you set. See directions at the back of this publication.

www.collegeboard.com

CollegeBoard Online

Database of more than 3,000 two-year and four-year colleges. Choose from among 800 features to create a profile of your ideal college, and in seconds, get a list of the colleges that fit the bill.

www.collegenet.com

CollegeNet

Comprehensive college/university index with good graphics and some interesting resources for financial aid and scholarships.

www.collegeresults.org

College Results

Examine overall graduation rates. Learn about universities' records graduating diverse groups of students

www.collegeview.com

College View

By combining a database of 3,300 two- and four-year colleges with multimedia tours, College View gives students and parents a general overview of a college, plus a direct e-mail option for requesting additional information.

www.collegexpress.com

CollegeXpress

Search colleges by state, major, and a host of other factors. Take a virtual tour of some colleges and ask their experts questions about the college admission process.

<http://connection.naviance.com/HighSchool>

Family Connection

Database of two-year and four-year colleges. Choose from a variety of features to search for your ideal college, and get a list of the colleges that match your desires. Also, see how your rank and scores compare with those who are admitted to these schools.

www.petersons.com

Peterson's Education Center

Peterson's college database is available on this home page as is other educational and career information.

www.review.com

The Princeton Review

You can search the site by a college's name, region, state, and cost. Princeton Review also gives you their rating of hundreds of colleges.



General Testing Information

The following information applies to college admission tests (e.g., PSAT/NMSQT, SAT, ACT & THEA).

Registration Materials

SAT, ACT and THEA materials are available in the Counseling Office. Register for the SAT, ACT and THEA by mail or on-line.

SAT	www.collegeboard.com
ACT	www.act.org
THEA	www.thea.nesinc.com



If you choose to register by mail, after completing the registration form, enclose your check and mail all materials directly to the testing company. Your high school code (CEEB) is in the back of this handbook. Fee waivers are available for students for whom testing fees present a serious barrier to college entrance. Registration for the PSAT/NMSQT is done at your high school campus through the school counselor.

Important note: If you qualify for a fee waiver, you may be eligible to receive a total of four “Request for Waiver of College Application Fee” forms. See your counselor or ADVANCE specialist to discuss fee waivers.

Students with Disabilities

A student with a documented disability may be eligible to take college admission tests and the PSAT/NMSQT with testing accommodations. A Student Eligibility Form must be submitted for each student who requests accommodations. To be eligible, you must have:

1. a disability that necessitates testing accommodations,
2. documentation on file at school (an Individual Education Plan, 504 plan, or professional evaluation) that supports the need for requested accommodations, and
3. received requested accommodations on tests you have taken at school for at least the past four months.

Test Day

Remember to take proper identification (driver’s license or school ID) to the testing site. Plan to arrive no later than 7:45 a.m. Bring No. 2 pencils and a calculator.