### Thinking Outside the Box:

A Coordinator's Guide to Successful GEAR UP

### **College Visits**

for Middle & High School Students & Families



### **A COLLEGE READY Program that Works**

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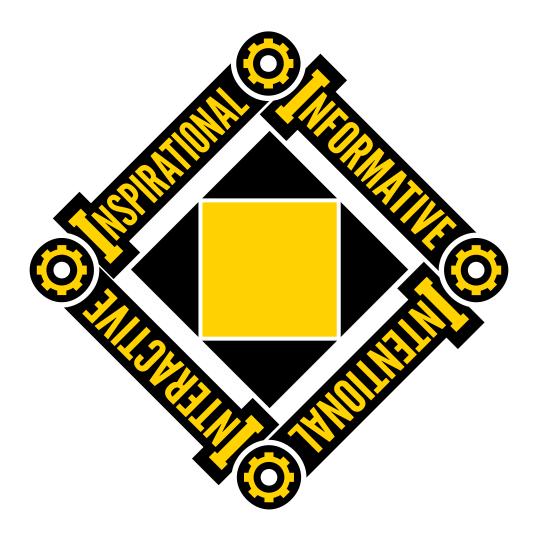
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### **Introduction**



As a GEAR UP Coordinator, one of your main responsibilities is facilitating a variety of college visit experiences for students and their families who may not otherwise have the opportunity. These GEAR UP college visits serve to help students and their families see college in their future as they "Dream It. Plan It. Do It." To support you, the Appalachian GEAR UP Partnership developed this Coordinator's Guide to Successful GEAR UP College Visits for Middle and High School Students and Families that is geared generally toward 4 year colleges and universities, but with adaptations to community college settings as well. Our goal is that this guide will help GEAR UP Coordinators:

- **Think outside the box** to make the visit intentional, informative, inspirational, and interactive
- **Connect** students' and families' needs and interests with college information and mentors
- **Take ownership** of the college visit planning process
- **Use operational tools** for planning and implementing a successful college visit



### Why do GEAR UP College Visits for middle and high school students make a life-long difference?

### COLLEGE Dream It. Plan It. Do It.

**DREAM IT.** College visits are often GEAR UP students' and their families' first opportunity on a college campus – which can be a **life changing experience**. Students – and their families – can **imagine themselves** as a college student by physically visiting at least one college or university, and hopefully several postsecondary options including two-year community colleges, 4-year public, and private colleges and universities both in the Appalachian region and across North Carolina and neighboring states. On a college campus, students get a **sense of college** by touching, seeing, tasting, hearing, smelling, and feeling the environment. By increasing awareness to college, as early as the 6<sup>th</sup> grade, students are encouraged to set long-term college goals early so that they can "begin with the end in mind" – that **we all believe you can and will go to college.** 

**PLAN IT.** During the college visit, students, their families, and teachers as chaperones learn directly from college representatives, professors, and college students to **increase college knowledge** about options, majors, academic match, social fit, and financial aid. By setting goals and acquiring new information about what it takes to get to college, students **gain motivation** to take attendance and academic preparation seriously in middle school since it sets the tone for high school and beyond. College visits are also a powerful way to teach curriculum since the college campus setting promotes **experiential**, **hands-on learning** which allows students to open their minds to new opportunities.

DO IT. Research shows that students who attend at least one college visit are 1 ½ times more likely to enroll in college after high school graduation, and even 3 times more likely if a parent attends the college visit with the student (Tillery, 2013\*).

\* "The Summative Impact of College Access Interventions: A Program Evaluation of GEAR UP North Carolina" http://libres.uncq.edu/ir/asu/f/Tillery,%20Christina 2013 Dissertation.pdf

### What is a GEAR UP College Visit?

As a national, federally funded college access program, GEAR UP stands for **Gaining Early Awareness and Readiness for Undergraduate Programs**. Among the wide variety of GEAR UP services available to students and their families, a key component to raising awareness about college is through the direct experience of a college visit. The national GEAR UP program defines the college visit service as the following:

**College Visit:** A physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, student affairs, residence life, multicultural affairs, or other college departments.\*

Not only are college visits an important GEAR UP service to students and their families, but college visits are also one of the Appalachian GEAR UP Partnership's **COLLEGE READY: SKILLS priorities.** 



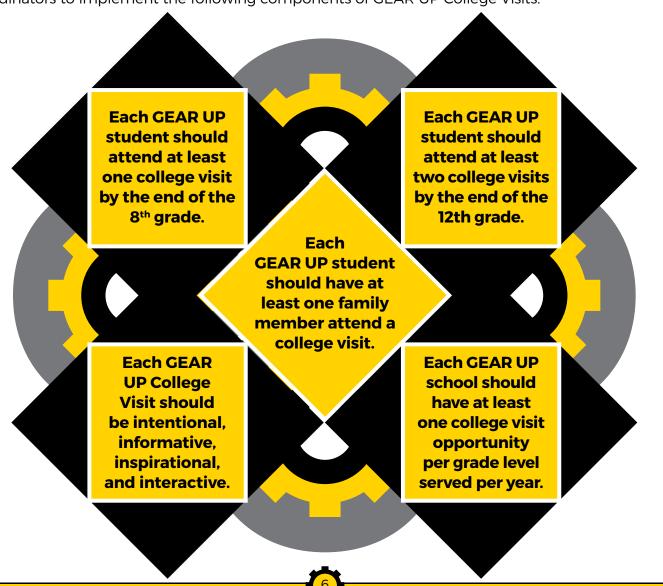
\* This definition is adapted from the College and Career Readiness Evaluation Consortium (CCREC) in partnership with the National Council on Community and Education Partnerships (NCCEP): GEAR UP Student and Parent/Family Definitions: Guidelines for GEAR UP Program Services.

### **Exposure through College Visits**

Ensure that ALL students and families have the opportunity to have exposure through college visits. These college visits should expose students, their families, and educators to the sincere belief that ALL students can go to college and that with planning you can find the right fit/match. The visits should also emphasize the need for students to be prepared with a rigorous academic curriculum in secondary school, be interactive, and share college planning and financial aid knowledge. The most effective college visits are when students, families, and teachers work together to be prepared for the visit and reflect afterwards.

### What are the expectations for implementing GEAR UP College Visits?

The **Appalachian GEAR UP Partnership** encourages partner GEAR UP school districts and GEAR UP Coordinators to implement the following components of GEAR UP College Visits:



### What are some ideas for how to make GEAR UP College Visits "Outside the Box"?



### INTENTIONAL

- Connect classroom curriculum to the experiential nature of the college visit. Organize 4 separate day-long college visits to a local community college for the entire 7th grade class (30 students for each visit) that is connected to STEM careers and the curriculum. Math and Science teachers work with community college faculty to lesson plan leading up to and during the visit with a "student showcase" while on campus. These teachers and family members are invited to the college visits and have a special session with the financial aid office that is also connected to the math curriculum.
- For example, students in 7<sup>th</sup> grade science are learning about biology and the human organ systems. During the college visit, students are invited to tour the biochemistry labs and hear directly from students who are conducting research on sickle cell anemia and other diseases and even do a micro-pipette experiment themselves! (Check out NCCU's BRITE Futures Center for more on this).
- Identify a group of students who are interested in general science (or maybe aren't yet!), but who are not yet sure of career options in this broad field. Find a college or university that has a specialty major or center in a science field and organize a specialized college visit. Here are some examples from 4-year public North Carolina universities:









**Appalachian State University** is home to the 2011 U.S. Department of Energy Solar Decathlon People's Choice Award and various Renewable Energy Initiative projects. Come check us out! (https://rei.appstate.edu)

**NC Central University** houses the only formal biotech degree program in NC and provides interactive tours of the facility and hands-on experiments for student groups at the BRITE Futures Center. (http://brite.nccu.edu/)

**NC State University** has a top ranked College of Veterinary Medicine is a driving force in veterinary research and training. (https://cvm.ncsu.edu/)

**UNC Asheville** houses The Student Environmental Center that is a student-led initiative to foster sustainability and community outreach. (https://sec.unca.edu/)

**Western Carolina University** has a state-of-the-art laboratory for analysis of human movement connected to the new Health & Human Sciences Building. (http://www.wcu.edu/academics/departments-schools-colleges/HHS/hhs-schools-depts/pt/about-the-physical-therapy-department/physical-therapy-facilities.asp)

### What are some ideas for how to make GEAR UP College Visits "Outside the Box"?



### **INFORMATIVE**

- Ask students to take a "Before the College Visit Survey" to gauge interest and needs. Inform the admissions office or university point of contact on what your students need more information. Brainstorm departments, centers or offices on campuses that could provide sessions or tours.
- Sometimes even adults don't know their own career inventory or skill set!

  Before the college visit, have students take a career inventory or learning styles assessment. Then, send the results to the career exploration office and set up sessions with career services that cover topics such as personal inventory, how they match with different academic majors, careers, and workforce statistics. Students can then meet with professors and students majoring in each of these areas, or academic advising to discuss the process for being undecided and declaring a major. Students may even tour a special center, lab, or facility on campus that is connected to their academic major or career inventory.



### **INSPIRATIONAL**

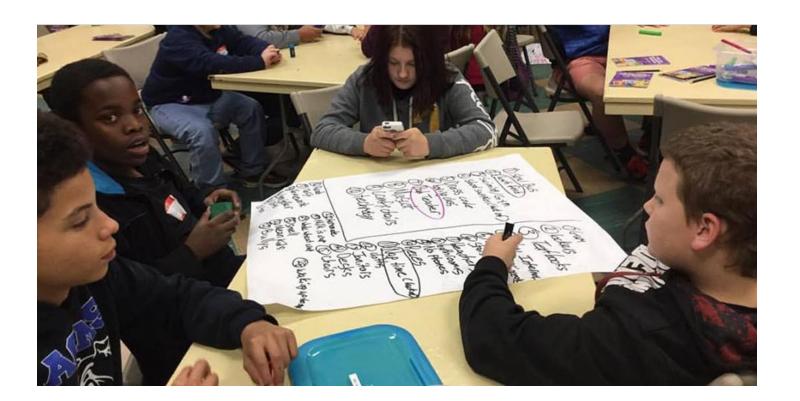
- Recruit alumni from your middle or high school who are current students at the college or university to speak candidly on a student panel about their experiences and recommendations for success prior to and during college. If alumni are not available, find students who are the first in their family to go to college, from a rural setting, who qualify for financial aid, or who have had unconventional paths to college success. Students who are the most comfortable in this setting are often campus leaders, admissions ambassadors, athletes, or students who have experience speaking about their story in front of a large group. Ask these college students to convey to your students that they believe in them and the fact that they too can someday go to college. After the panel, divide the students into groups to meet these college students individually to eat lunch, conduct a campus tour, and have time to share experiences informally.
- Create a social media campaign or hashtag that encourages students to believe in themselves as "college material" serving to inspire both themselves and others like them to aspire to go to college.

### What are some ideas for how to make GEAR UP College Visits "Outside the Box"?



### INTERACTIVE

- After a quick presentation by the multicultural affairs office about the importance of diversity in campus life, students have the opportunity to interact with each other, gain a mentor, and create a tool for expression. During the visit, students work in small groups to create posters about themselves, their home communities, and their college dreams. Each group has a college student who helps them through the process and will continue a mentor relationship after the college visit. Student have a chance to present their poster and college dreams in front of a larger group.
- Mentors and students participate in follow-up Skype sessions with faculty and undergraduate students who they met during the college visits, and write about their experiences in letters to their future selves, or to submit in a grant-wide newsletter.



### **GEAR UP College Visit Strategy**

### Grades Served: 6 • 7 • 8

### Intention/Goals of the College Visit

- Learn what college life is all about (living arrangements, social aspects, dining hall experience, etc.)
- Let students visit and "see" the liberties, responsibilities, and differences between the managed schedule of middle school vs. the independent college life
- Start envisioning themselves on a college campus

### **Examples**

- Local and/or regional college campuses that give them a "flavor" of college life
- Colleges should have a large proportion of residential students on campus
- Should be able to see how students dress on campus, where they eat, what activities they do on a regular basis (playing Frisbee on the lawn, studying outside, reading, hanging out with friends, exercising, etc.)
- · Visit the arenas and stadiums

### What the college visit should NOT be?

Financial aid, SAT scores, GPAs, etc., although important to the college process, are not as interesting as college life to middle school students. At this age, it's all about what makes college different than middle school and high school.

### **Grades Served: 9**

### Intention/Goals of the College Visit

- Help students imagine themselves as future college students
- Overview of college options and requirements
- Ideal time to take students to visit "reach" colleges and universities
- Understanding the importance of getting good grades all throughout their high school career

### **Examples**

- Seeing and hearing the expectations for SAT scores, GPAs, and Community Service requirements will serve to inspire and motivate students to aim high and work hard if they want to attend the college of their choice
- Ivy League Schools, prestigious institutions, and elite colleges that serve a particular type of student
- Admissions presentations are very important at this stage

### What the college visit should NOT be?

9th grade should not be about compromise! It is about dreaming big and starting to create a path for academic achievement before it is too late and they are forced to compromise.

### **GEAR UP College Visit Strategy**

### **Grades Served: 10**

### Intention/Goals of the College Visit

- The adjustment period for high school is over and their focus should be on starting to take more rigorous courses
- Students may be starting to develop an interest in certain subjects
- Introduce students to types of majors offered at various institutions
- Overview of college options, requirements, financial aid, and what they can be doing now to prepare for securing the best financial aid available to them
- Shift in focus towards academic preparation needed in high school

### **Examples**

- A variety of options (size, location, demographic, urban, rural, etc.)
- Students should be able to start narrowing the environment they envision themselves in for their college education
- Begin taking an honest look at academics and what colleges they are eligible for
- Great time to introduce community colleges
- Exploring academic majors and career paths
- Encourage students to explore campus websites and take virtual tours of as many colleges as possible

### What the college visit should NOT be?

Don't categorize students based on your perception of their abilities. Rather, show them you believe in them and give them access to the information they need in order to make a decision for themselves.

Don't ignore teaching students about the life skills needed to succeed in college (leadership, independence, selfadvocacy, initiative, etc.)



### **GEAR UP College Visit Strategy**

### Grades Served: 11

### Intention/Goals of the College Visit

- Students should begin taking individual tours on their own and/ or with their parents
- Shift in focus towards college entrance exams, academic match, and how to apply
- Participating in the bulk of their community service projects/ leadership opportunities
- To the extent possible, encourage students to "try out" rigorous classes they think they might be interested in majoring in
- Focus more specifically on student needs/questions and let them lead the way
- Understanding entrance requirements for specific majors and schools is critical this year

### **Examples**

- Focus on 4-year colleges or universities
- Focus on colleges that offer their particular interest
- Students interested in finite majors that are offered at select colleges and universities should begin narrowing their search so they can be prepared for any forthcoming additional requirements needed to attend these types of schools
- Introduce concept of "transferring" schools
- Detailed financial aid information specific to the schools they are interested in applying to
- "How-to" workshops on the application process (FAFSA, college, and scholarship applications, etc.)

### What the college visit should NOT be?

This is a time when fewer is NOT better. Tours should focus on seeing as many schools as possible matching the student's interests. Virtual tours can help expand the tour options.

### **Grades Served: 12**

### Intention/Goals of the College Visit

- Continue taking individual tours to the schools the student has narrowed their selection to
- Time to visit or revisit the colleges in your backyard
- Set goals for how many and when students will submit applications
- Prepare students who are accepted into more than one school for the selection process and final decision factors

### **Examples**

- "Senior Days" with specific information about applying for admissions, financial aid, and how to make informed decisions on where to attend
- Be honest about the challenges students will face in their freshman year - begin preparing them and helping them develop necessary life skills

### What the college visit should NOT be?

This is NOT the time to introduce students to the idea that they can go to college. If 12th grade is the first time they begin to see college as a viable option, it is too late and therefore limits their ability to be selective.

These top 10 ways to prepare for a GEAR UP College Visit are a sure way to help you plan and execute a successful college visit for you, your students, their families, and educators as chaperones.

- Form a strategy, not just a single event. Use the GEAR UP College Visit Strategy Chart to strategize possible college visit locations for each grade level as the cohort of students move through middle and high school. Keep in mind that the main goal for middle school is to gain exposure to any college so that students (and their families and educators) imagine themselves as college students, increase awareness of college options, and gain college and financial aid knowledge. Then, as students move through high school, the focus of the college visit shifts towards finding a specific academic match and fit. For more information on North Carolina's 110 colleges and universities, including admissions contact info, check out College Foundation of North Carolina (CFNC.org) where you can explore postsecondary institutions as you plan, apply, and pay for college.
- For effective planning, research the school district and school-based operational policies. Since each school district, and school even, have their own policies please be sure to research what these policies are before you start the planning process. These policies may range from what types of transportation are allowed at different distances, how parents can volunteer as chaperones, the cost of a substitute if a teacher is a chaperone, how to get a check or payment for lunches in the college cafeteria, and so on. For support as you identify and plan for these important operational components of your college visit, check out the GEAR UP College Visit Operations & Policies Planning Worksheet.
  - Follow the "order of operations" for smooth scheduling and communications. It's important to plan components of your college visit in an order that makes sense for your district and school policies. Check out the GEAR UP College Visit Operations & Policies Planning Worksheet can help. Find dates that work for your school calendar and ask others for input (including bus transportation, principals, counselors, teachers, families, etc.). Then reach out to the college admissions or another point person who will help you coordinate the visit and get the college visit in writing. Once the date is set, recruit school staff as volunteers, and get it on the official calendar along with making arrangements for bus transportation. Then communicate official dates to the school staff and make an official announcement once all stakeholders are aware. Ask around to see if your school or district has another order they'd prefer and be sure to follow.

4.

Intention with purpose. For each college visit, prior to reaching out to the specific college or university, use the Before the GEAR UP College Visit Survey to gauge student interest. This tool can help you identify the purpose of the college visit, target audiences including grade levels and teachers interested, and questions or needs from participating students and families. Then, find a point of contact at the college or university (usually admissions, but often in other departments, as well) to inquire with the college or university on availability and ways to engage your specific audience. Check out the Make It Intentional: Rubric for Planning & Implementing a Successful GEAR UP College Visit and Dear College Letter or Email (Template).

**5**.

Imagine yourself. It's more than just a campus tour, a college visit is an imagination portal where students use their senses to gain exposure to the college environment. It's a day-long event, generally from around 9am to 2pm that should include at least the following: an info session from admissions, financial aid, or career services; a mini lecture or short interactive presentation from a professor; a student panel; and lunch in the cafeteria/dining hall. For more information on what this looks like, check out the GEAR UP College Visit Sample Schedules (Emerging, Engaging & Empowering). We also strongly encourage you to reach out to the college or university contact in admissions or other campus department, on the importance of identifying college student representatives who are alumni of the visiting school or from a similar background (for example: rural, racial/ethnic, fist-generation, qualify for financial aid, etc.). Hearing from college students who can relate to students from our GEAR UP schools will help our students imagine themselves as college students.

**6**.

Get the word out and get families involved. Invite students and families and share info via letters sent home with students, morning announcements, email, newsletters, an online calendar, mass text messaging, mass phone voicemail, fliers on bulletin boards, tables at athletic and school events – and more! A great way to engage families early in GEAR UP, raise awareness about college, and increase college and financial aid knowledge is by hosting a mandatory family meeting before the college visit to share expectations and sign permission slips. If a family cannot attend the meeting, then arrange a one on-one-meeting or phone call. It's also helpful to support and encourage families to attend the college visit, just be sure to double check district policy when it comes to families serving as chaperones or riding school/activity buses. For suggestions on content for the meeting, check out the GEAR UP College Visit Family Meeting Sample Agenda and GEAR UP College Visit Family Meeting Letter.

- **7.**
- **Prepare academically in the classroom, after school, or evening Workshop.** Ask teachers to get involved during class time to help students get prepared for the college visit by incorporating content into academics/classroom activities: Use computer lab time to set up a CFNC.org student account and explore postsecondary options; Use math to calculate the distance and time needed to travel to the college; Use writing to draft research questions to ask college professors, students, and staff; Use reading to comprehend a story about what it's like to go to college; Use science to prepare for a campus chemistry expo. For more student-based resources that you could use to prepare for a college visit either in the classroom, during after-school programming, or at a family meeting, check out the following: **Online College Knowledge Scavenger Hunt, Making Sense out of the College Visit Experience, GEAR UP College Visit K-W-L Chart**
- 8.
- Check in frequently with the college and school district representatives as you get ready. Don't forget to check in with the college leading up to the visit to see what info they need from you and to see how the planning is going. Remember to stay on top of all of the financial details that are specific to your school district including payment for lunches, bus transportation, and snacks for before and after. You can refer to the GEAR UP College Visit Operations & Policies Planning Worksheet.
- 9.
- **Set clear expectations and be organized so that you and your students are over-prepared.** Remind everyone of the **GEAR UP College Visit Expectations** (for students, families, chaperones, and GEAR UP Coordinators). Create a college visit binder with all the key info: rosters of who is attending (distribute to all chaperones along with a reminder to be aware of safety protocols and to share contact info with chaperones) and make sure you have campus map, parking info, drop off, and a contact phone for campus point of contact. Remind students and families the day before the event and set a policy for being late if it is an early morning departure. Make sure you have back-up contact info printed out of important school district and college contacts' phone numbers as well as a map. Know how you are going to pay for lunch! Use the **GEAR UP College Visit Roster** (template) and safety system to keep track of all students.



10.

Live and learn! No matter if you are chaperoning your first college visit, or have done too many to count – it's always a learning experience to take a group of students, their families, and teachers as chaperones to a college campus. Every single visit will shed light on something new you didn't know, hadn't thought of, a way of doing something that is better, and the ever changing nature of a college campus. As a good role model, be open to new experiences and stay engaged during the entire college visit. If it's helpful, here's a **GEAR UP College**Visit De-Brief Worksheet to help you and your students keep track of what you've learned, what you'd do differently, and any ideas you have for your next college visit. This may be a great way to get the conversation started on the bus ride home, or you could also check in to see what everyone learned using the **GEAR UP College**Visit K-W-L Chart. Also, be sure to have students complete the After the GEAR UP College Visit Survey to get their thoughts on the experience.

### Taking Ownership of the GEAR UP College Visit Planning Process

Start planning at least 2-3 months ahead (preferably 6 months, even!)
Ask around for names of people at the college or university you are interested in visiting; sometimes personal connections or alumni from your community high school can go a long way!
Don't be afraid to search around the internet for a contact name at the college/university to email or call; it's usually admissions, but sometimes in another department.
Get your introduction down so you can quickly explain to the college or university professional who you are, what the GEAR UP program does, why you are interested in taking a middle school group to that campus, dates you are interested in, a potential sample schedule, and areas your students and families need more information on.
Once the college/university professional agrees to a GEAR UP College Visit, then let them know you will send a student/chaperone roster closer to the event date. Request details on how to process payment including the cost for lunch per participant, bus drop-off/pick-up info, parking, location for registration, and the tentative schedule.
Get everything in writing to finalize details - this will help you keep track of everything.
Check in frequently with everyone involved to see how planning is going, especially in the weeks/days leading up to the visit.
Be gracious and thankful - often hosting college visits is something "extra" for your campus contacts.

### What should I expect the day of the GEAR UP College Visit?

- A representative (teacher, counselor, principal, Coordinator, etc.) from the middle or high school should be the lead chaperone on the trip and have all the key information including agenda, bus drop-off/parking details, university and school district contact numbers, student and chaperone rosters, first aid kit, etc.
- Try your best to leave on time and follow through with policies set forth.
- Call the college or university contact if you are running late or lost.
- Things don't always go as planned (and that's not necessarily a bad thing) be flexible! Always have a plan B, C, D. Remember, you are an example to the students. Flexibility and adaptability are skills we want them to learn too. Show them what flexible and adaptable looks like when things don't go as planned.
- Communicate clearly and often to remind the group what is coming up next.
- Tired legs! Wear comfortable shoes and eat breakfast. Encourage students to bring a water bottle they tend to get thirsty on walking tours.
- Keep track of all your receipts for any costs incurred such as lunch and snacks.
- Keep students as engaged as possible; conduct a pre visit activity on the bus (using one of the inserts) and remind everyone of expectations.
- Be a role model for your students, their families, and chaperones. Pay attention, stay engaged, be excited, look at everything from a fresh perspective, and ask questions.
- Use social media to share your experiences (following district policy).



- Thank the college reps throughout the day and follow-up with lingering questions or ideas.
- After the visit do a survey on the bus along with a debrief activity.
- Rest up! It's been a long day!

### What an experience! Now what should we do after the GEAR UP College Visit?

Debrief with everyone! Make a list of what you'll do the same and differently next time using the worksheet; be sure to make these notes soon after the visit while it's still fresh in your head.
Send thank you notes and emails and encourage students to do the same. Consider making this a classroom activity for students to practice their writing skills.
Read surveys and make changes based on the feedback you receive.
Ask students to write articles about their experiences to share in GEAR UP publications.
Enter services into the GEAR UP database.
Complete financial paperwork for your district and GEAR UP program.
Start working on your next college visit using the rubric.



### Templates / Worksheets

### Outside the Box:

A Coordinator's Guide to Successful GEAR UP

### **College Visits**

for Middle & High School Students & Families

### Before the GEAR UP College Visit Survey

Student ID (optional):		
Student Name (optional):		
School District:		
School:	Grade:	
The following pertains to me:		
· My parents have a high school diploma or equivalen	t 🗆 Yes	s 🗆 No
· My parents have a degree from either a community	college or 4 year university	s 🗆 No
· I have visited a community college before with my fa	amily 🔲 Yes	s 🗆 No
· I have visited a 4 year college or university before wit	th my family	s 🗆 No
· I have visited a community college before with my se	chool	s 🗆 No
· I have visited a 4 year college or university before wit	th my school	s 🗆 No
Currently, I plan on the following after high school:	What are areas that I would more information about du	
Attend a 2 year community college	GEAR UP College Visit? (Sel	ect all
Attend a 4 year college or university	that apply) —	
☐ Enter the workforce only	☐ Admissions requirements —	5
☐ Enter the military only	☐ Academic majors —	
☐ No idea	☐ Career paths	
I plan on studying the following academic	☐ College options across No Carolina and the U.S.	orth
major/career path:	☐ Financial Aid (student loa	ns,
☐ Business/Accounting/Management	grants, and work study)	
☐ Education/Teaching	☐ Scholarships	
Liberal Arts/Humanities	☐ Student Groups and Extracurricular Activities	
Science/Math/Engineering/Pre-Med/Health Careers	☐ Campus Life and Resource	es (for
☐ Visual/Performing Arts	example, the Residence I	
Other/Not-listed	the Writing Center)	
□ No idea	☐ What I need to do in high to prepare for college	ı school
	$\square$ Other (open-ended)	

### **Before the GEAR UP College Visit Survey**

What questions do you have for current college students?
What questions do you have for current college professors?
What questions do you have for college admissions or financial aid professionals?

### TEMPLATE

### Dear College Letter or Email

Hello < Insert Name>,

I'm writing on behalf of the GEAR UP program at <Insert School District/School Name> and would love to schedule a College Visit for about <Insert Estimated Number of Participants> of my <Insert Grade Level> students and their families to <Insert College or University name.> We were looking to schedule a visit in about 8-12 weeks or a semester in advance, if that works for you all.

Is this something that you all are interested in hosting for our student group? Or, is there another person or office that you'd suggest that I contact? Or, another time of the year that works better?

I'm more than happy to talk with you by phone to answer more questions about GEAR UP, the student group, and ideas for a college visit to your campus. Feel free to reach me at <insert phone number.> Below is some additional information about the GEAR UP program and the potential college visit.

### **GEAR UP**

The goal of our GEAR UP program is to increase the number of students who enroll and succeed in college, particularly from low-income and/or rural schools. A major way that we prepare students is by increasing college knowledge and early awareness from the college visit experience. For more info: http://gearup.appstate.edu/ and <insert local GEAR UP program website here>.

### **Potential GEAR UP College Visit Agenda & Sessions**

If possible, we are looking for a college visit that could be more than a campus tour and last from about 9:00 am to 2:00 pm. Below are some ideas of offices, student groups, professors, or departments that could be involved - and we defer to you all on what may be best for your campus (see attached for a sample schedule, too). Our goal is for GEAR UP College Visits to be Intentional, Informative, Inspiring, and Interactive - and creative ideas are welcome!

- Admissions Overview
- · Financial Aid Overview
- Student Group Demo/Performance
- · Undergraduate Student Panel
- · Campus Tour
- · Lunch in a Dining Hall
- Mock Classroom Experience with a Professor

- · Visit to a Specialty Center or Lab
- Academic Advising
- Career Services
- · Mentoring/Support Programs
- · Multicultural Student Affairs
- Study Abroad

We are really excited for an opportunity to visit your campus!

Thank you,

<Insert Name. Title. School. Contact Info>

### SAMPLE GEAR UP College Visit Sample Schedule - Emerging

### Focus on student life and the diversity of Academic Majors, Grades 6-8





Welcome to the <nsert the College/University name> GEAR UP College Visit!

<Insert Date>

8:30 - 9:00 am	Bus drop-off and registration
9:00 - 9:15	Welcome (University Leader, preferably an Academic Dean)
9:15 – 9:45	Admissions 101: Begin with the End in Mind - Connecting Careers and Majors to Your College Choice (Admissions Representatives)
9:45 - 10:00	Transition Time
10:00 – 11:15	Campus Tour with a focus on Student Life buildings (Student Union, Residence Halls, Arena, Stadium, Dining Hall, Bookstore) (Student Leaders)
11:15 – 12:15	Lunch in the University Dining Hall
12:15 – 12:30	Transition Time
12:30 - 1:00 pm	Frisbee on the lawn
1:00 - 1:30	Q&A: Undergraduate Student Panel (Focus on Majors)
1:30 – 1:45	Closing & Student Club Performance
1:45 – 2:00	Dismissal to Buses/Surveys
University Contact In	fo:
Bus Drop-Off & Parkir	ng:
Registration Location	<b></b>
Lunch Information:	
Website with Campu	s Map:

### SAMPLE GEAR UP College Visit Sample Schedule - Engaging

Focus on increasing college knowledge with hands-on, interactive activities, Grades 9-10





Welcome to the <Insert the College/University name> GEAR UP College Visit!

<Insert Date>

8:30 - 9:00 am	Bus drop-off and registration
9:00 - 9:15	Welcome (University Leader)
9:15 - 9:45	Admissions 101: Begin with the End in Mind goal setting activity (Admissions Representatives)
9:45 – 10:00	Transition Time
10:00 – 10:30	Group A: Student Inventory: What Career Am I? (Career Services) Group B: Financial Aid 101: Game of Life (Financial Aid Representatives) Family Group: Admissions Q&A
10:30 – 10:45	Transition Time
10:45 – 11:15	Group B: Student Inventory: What Career Am I? (Career Services) Group A: Financial Aid 101: Game of Life (Financial Aid Representatives) Family Group: Financial Aid Q&A
11:15 – 11:45	Chem Demo: Science for everyone (Chemistry Professor/Majors/Student Club)
11:45 - 12:45 pm	Lunch in the University Dining Hall
12:45 – 1:15	Campus Tour by University Admissions Ambassadors
1:15 – 1:45	Q&A: Undergraduate Student Panel
1:45 – 2:00	Closing & Student Club Performance
2:00 – 2:15	Dismissal to Buses/Surveys
<b>University Contact</b>	Info:
Bus Drop-Off & Parl	king:
Registration Locati	on:
Lunch Information:	
Website with Camp	ous Map:

### GEAR UP College Visit Sample Schedule - Empowering

Focus on decision making and finding a college academic match, Grades 11-12





Welcome to the <Insert the College/University name> GEAR UP College Visit!

<Insert Date>

8:30 - 9:00 am	Bus drop-off and registration
9:00 - 9:15	Welcome (College Student Leader)
9:15 – 9:45	Student Leader Mentor Activity: Mapping Your Own Campus Tour
9:45 - 10:00	Transition Time
10:00 - 10:30	Student-led Campus Tour
10:30 – 10:45	Transition Time
10:45 – 11:15	Sit-in on an undergraduate class
11:15 – 12:15	Lunch in the University Dining Hall with mentors and professors
12:15 - 12:45 pm	Decision-Making: What's my college match and fit? (Student-led discussion on the Quad)
12:45 – 1:15	Admissions 202: Applying to College (Admissions Representatives in computer lab)
1:15 – 1:45	Financial Aid 202: Filling Out the FAFSA (Financial Aid Representatives in computer lab)
1:45 – 2:00	Q&A and share contact info with mentors
2:00 - 2:15	Dismissal to Buses/Surveys
University Contact Inf	fo:
Bus Drop-Off & Parkin	ng:
Registration Location	:
Lunch Information:	
Website with Campus	s Map:

### GEAR UP College Visit Family Meeting Intro Letter

Dear Parent or Guardian.

We are excited to invite you and your student to the upcoming GEAR UP College Visit to <Insert Name of College/University> on <Insert Date>. Our goal is that this college visit will increase you and your student's college knowledge and aspirations to go to college in the future. The college visit is free of cost, including lunch and snacks, and an official school district field trip. <Insert more info here if this is an overnight field trip.>

In order for your student to participate in this college visit, please attend the required GEAR UP Family Meeting at the following location, date and time. During this meeting, we will discuss the GEAR UP College Visit agenda, event details including departure and return locations and times, expectations, and how family members can participate. There will also be time to sign and turn in permission forms, as well as answer questions.

### **GEAR UP Family Meeting Information**

Date: _		
Time: _		
Location: _		
- if you can		hat sometimes scheduling conflicts come up GEAR UP Coordinator as soon as possible at
Sincerely,		
<insert nar<="" td=""><td>me, Title, Phone, Email Info&gt;</td><td></td></insert>	me, Title, Phone, Email Info>	

### GEAR UP College Visit Family Meeting Sample Agenda





### **Welcome to the** Insert the College/University name> GEAR UP College Visit Family Meeting!

<Insert Date, Location, Name(s) of Presenters>

6:00 - 6:10 pm	Welcome, refreshments and introductions
6:10 - 6:20	GEAR UP 101 Overview
	· Goals, schools/grades served, services available
	Student and family GEAR UP story
6:20 - 6:45	GEAR UP College Visit Overview
	<ul> <li>Purpose, date, location, transportation, lunch, tentative agenda with pick- up and drop-off times (overnight info included here, if applicable)</li> </ul>
	· Expectations for students, families, and GEAR UP coordinator/chaperones
	· Chaperone/family participation info
6:45 – 7:00	Q&A and signing permissions slips with individual meetings, if needed

## Thinking Outside the Box: Rubric for Planning & Implementing a Successful GEAR UP College Visit

Don't hesitate to start small at "emerging" and build up your college visit experiences to the "empowering" level where students are leading the experience. You can use this rubric to identify where both you and your school are in implementing college visits. Then, aim to move towards improving each and every GEAR UP college visit experience! This rubric has examples to help you get started.

## **COLLEGE VISIT** • Make it creative!

COMPONENTS  Recipe for a  Successful college visit (Crades 6-8)	<b>EMERGING</b> Let's get started (Grades 6-8)	<b>ENGAGING</b> Gaining attention (Grades 9-10)	<b>EMPOWERING</b> "Live" the experience (Grades 11-12)
Pre-Visit Preparation	Students are surveyed to identify needs and questions	Info from survey is used by the college to design the agenda	Students analyze results and research campus resources to determine their suggested agenda
Academic & Career Connection	Students tour facilities that emphasize the difference between middle/high school and college/career (astronomy observatory, sustainable development/technology lab, etc.)	Professors in areas of interest give an interactive presentation	Students are assigned professors to meet in small groups based on their interest and sit in on a real class
We Believe	College staff tell students they believe that they can go to college and that nothing can hold them back with focus and determination	Students breakout into groups to discuss with college staff their hesitations about going to college and identify ways to overcome	Students in the breakout groups create posters about their hesitations and how they will conquer them in



**Peer Mentoring** 

students are matched up for

Students and college

skype sessions and emails

campus tours so there is more time

to talk informally

College students from the panel eat lunch with students and give

Undergraduate student panel speaks about their college-going

order to go to college, and make presentations to the

these hurdles

whole group

after the visit to stay in touch

## Thinking Outside the Box: Rubric for Planning & Implementing a Successful GEAR UP College Visit

<b>COMPONENTS</b> Recipe for a successful college visit	<b>EMERGING</b> Let's get started (Crades 6-8)	<b>ENGAGING</b> Gaining attention (Grades 9-10)	EMPOWERING "Live" the experience (Grades 11-12)
Increasing College Knowledge	Learn something new about the admissions and/or financial aid process	Apply knowledge to a "jeopardy" type game	Use knowledge to play a student-led iPad scavenger hunt campus tour
Family Engagement	Invited to participate	Have a session with admissions and/or financial aid	Meet with family members who had students who were also the first in their family to attend college
Professors	Students meet at least 1 professor	Professors give a "mock" lesson to students	Students have the opportunity to sit in on a college class, and meet the professor one-on-one to discuss academic majors and future careers
Memorable	Students see something new they have never seen before on a college campus (i.e., dorm room, science lab)	Students are introduced to a new academic major or careers path using a hands-on activity such as a chemistry experiment to showcase the color of physics and rainbows	Student become a college student for part of the day by shadowing a college student and simulate the college decision-making and application process



### **GEAR UP College Visit Operations & Policies** Planning Worksheet

Operational & Policy Planning To help you plan, make sure to defer to your district and school policy	<b>Guiding Questions</b> To help you get started with planning, you should find answers to the following questions	<b>Information Gathered</b> Contact name & info, Department, District Policy, Available Resources	Estimated Costs Based on the distance of the visit, types of chaperones, transportation, etc.
Approval for College Visit	<ul> <li>How does your district/school approve a college visit field trip?</li> </ul>		
	· Who does the approval?		
	<ul> <li>How much time is needed for this?</li> </ul>		
	<ul> <li>When do you need your trip roster finalized?</li> </ul>		
<b>Permission Forms</b>	· What forms are required?		Snacks at a
	<ul> <li>What special info do you need to include?</li> </ul>		гатііу меетілд
	<ul> <li>How are they distributed to students and families?</li> </ul>		
	· When are the forms due?		
Transportation	<ul> <li>What are the transportation options available? Capacity?</li> </ul>		Bus mileage
	· How do you schedule this?		Blis Driver per Hollr
	<ul> <li>How do you arrange a bus driver?</li> </ul>		
	<ul> <li>Are there any restrictions for mileage traveled?</li> </ul>		

# **CEAR UP College Visit Operations & Policies Planning Worksheet (p.2)**

Operational & Policy Planning	<b>Guiding Questions</b> To help you get started with	<b>Information Gathered</b> Contact name & info, Department, District	<b>Estimated Costs</b> Based on the
To help you plan, make sure to defer to your district and school policy	planning, you should find answers to the following questions	Policy, Available Resources	distance of the visit, types of chaperones, transportation, etc.
Food	<ul> <li>What is the process to purchase snacks (individually wrapped and bottled water)?</li> </ul>		Morning Snack
	<ul> <li>Is my district tax-exempt, if so, where can I get the form?</li> </ul>		Lunch on campus
	<ul> <li>What is the cost per person for lunch?</li> </ul>		Additional Meals (if overnight)
	<ul> <li>How do I process payment to cover the cost of lunch for my student and chaperone group (district check, p card, etc)?</li> </ul>		
	<ul> <li>How much time is needed to process a lunch check?</li> </ul>		
	<ul> <li>What do I do after this visit with receipts?</li> </ul>		
Chaperones	<ul> <li>Are any teachers interested?</li> <li>If so, what is the process of approving this? What is the cost of a substitute teacher?</li> </ul>		Substitute cost if teachers participating
	<ul> <li>Could parents benefit from attending with their children as chaperones?</li> </ul>		
	<ul> <li>If so, what is the process to get volunteer clearance for parents to serve as chaperones?</li> </ul>		
	<ul> <li>Can parents ride the bus transportation?</li> </ul>		

# **GEAR UP College Visit Operations & Policies Planning Worksheet (p.3)**

Operational & Policy Planning To help you plan, make sure to defer to your district and school policy	<b>Cuiding Questions</b> To help you get started with planning, you should find answers to the following questions	<b>Information Gathered</b> Contact name & info, Department, District Policy, Available Resources	Estimated Costs Based on the distance of the visit, types of chaperones, transportation, etc.
Overnight	<ul> <li>Are overnight field trips allowed?</li> <li>If so, what is the process?</li> </ul>		Hotel room
(if applicable based on	<ul> <li>What distance warrants an overnight stay?</li> </ul>		
distance of college visit from school)	<ul> <li>How many chaperones are required?</li> </ul>		
	<ul> <li>How many students per hotel room?</li> </ul>		
	· How many hotel rooms needed?		
	<ul> <li>What district policies guide overnight stay rules?</li> </ul>		
Social Media / Photography	<ul> <li>Does your district have a social media and/or photography policy?</li> </ul>		Photo Printing
	<ul> <li>Are there extra permissions forms needed?</li> </ul>		
	<ul> <li>Do you need equipment such as a camera?</li> </ul>		
	<ul> <li>Does your district/school have social media accounts you can use?</li> </ul>		

# **GEAR UP College Visit Operations & Policies Planning Worksheet (p.4)**

Operational & Policy Planning To help you plan, make sure to defer to your district and school policy	<b>Cuiding Questions</b> To help you get started with planning, you should find answers to the following questions	<b>Information Gathered</b> Contact name & info, Department, District Policy, Available Resources	Estimated Costs Based on the distance of the visit, types of chaperones, transportation, etc.
Reflection and Improvement	<ul> <li>How will you assess the success of the visit?</li> <li>Will you print surveys before and after the visit? Or use online?</li> <li>How will they be distributed?</li> </ul>		Printing

## Online College Knowledge Scavenger Hunt

ACADEMIC  ACADEMIC  ACADEMIC  S. What is the average CPA  MAJOR  ACADEMIC  ACADEMIC  What is the average CPA  What is the average CPA  What is the average CPA  G. What is the average CPA  MATCH  ACADEMIC  What is the average CPA  G. What is the average CPA  F. What is the average C
--

## Online College Knowledge Scavenger Hunt

CATEGORY	QUESTION	ANSWER
	<b>8.</b> Where is the college located - city/town and region?	
	<b>9.</b> How many students attend the college?	
SOCIAL	<b>10.</b> What is the student to professor ratio?	
	<b>11.</b> What is the name of one student group on campus?	
	<b>12.</b> What is one place that you can visit for a study abroad?	
	<b>15.</b> How much is the tuition and room/board total?	
FINANCIAL	<b>14.</b> What percentage of students receive financial aid?	
Ė	<b>15.</b> What is one scholarship available to students?	
	<b>16.</b> When is the deadline to submit the FAFSA?	

### GEAR UP College Visit Expectations

Student Expectations	GEAR UP Coordinator/ Chaperone Expectations
☐ Arrive on time for the bus departure	•
☐ Wear comfortable shoes and clothes (including a jacket) - there will be a lot of walking outside	☐ Be Prepared! Have all contact names and numbers, student rosters,
☐ Be respectful to all people at all times	emergency contacts, district and school level information handy in a
☐ Be an active listener and ask questions	folder or binder - each chaperone
☐ Lead with grace and courtesy – say thank you, please and you're welcome	each adult's cell phone number for
☐ Inside voices, even outside	safety purposes 
☐ Technology stays away during sessions	☐ Know who your bus driver is (and
☐ Stand proud as a positive representative of you, your family, community, school, and national GEAR UP program	their cell phone number!) and make sure they know where they are going prior to leaving, have a map, drop-off, and parking info just in case
☐ The experience is what you make of it make it a good one	<ul> <li>Set up a process for making sure you have all students accounted for at all times by using a counting or buddy</li> </ul>
Family Expectations	system
☐ Talk to your student about the upcoming college visit	all the students and fairfilles - keep
Attend a GEAR UP College Visit Family Meeting, and if you can't attend contact the GEAR UP Coordinator to set up an individual meeting or phone call	<u> </u>
☐ Sign permission slips	<ul> <li>Chaperones are in charge of sharing behavioral expectations with</li> </ul>
_	students and managing student
☐ Participate in the college visit, and complete the necessary district paperwork to serve as a "chaperone" or volunteer	behavior during the college visit, if issues arise - be sure to address it with the student
$\square$ Arrive on time for the bus departure and pick-up	
$\square$ Be an active listener and ask questions	<ul> <li>Be engaged and guide the visit</li> <li>by asking questions and guiding</li> </ul>
☐ Remember, that you are a role model to all the	conversation
students - keep technology away (to the extent possible)	<ul> <li>Stand proud as a positive representative of you, your family,</li> </ul>
☐ Stand proud as a positive representative of you, your family, community, school, and national GEAR UP	community, school, and national GEAR UP program
program	$\square$ The experience is what you make of it
The experience is what you make of it make it a good one	- make it a good one

### **GEAR UP College Visit Roster**



Date:	College Name:	
	_	
Point of Contact Name and Info		

#	Student Name	Grade	Parent/Family Attending If yes, write name
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			

### What to Expect from the College Visit

### **Student Expectations**



- Arrive on time for the bus departure
- Wear comfortable shoes and clothes (including a jacket) there will be a lot of walking outside
- Be respectful to all people at all times
- Be an active listener and ask questions
- Lead with grace and courtesy say thank you, please, and you're welcome
- inside voices, even outside
- Technology stays away during sessions
- Stand proud as a positive representative of you, your family, community, school, and national GEAR UP program
- The experience is what you make of it make it a good one

Student Name:		
Name of College:	Date:	
Signature:		



### **Making Sense Out of the College Visit Experience**

Name:	Grade:	
Name of College:	Date:	

It's never too early to experience college. The best way to prepare early to be a successful college student in the future is to go on a college visit as a middle school student. When you visit a college – especially if it is your first time – there will be so much to take in. Your senses may be on overload with everything that you touch, see, taste, smell, and hear! You can use this quick guide to help you make sense out of the college visit experience so that you can eventually find your college fit and make the right college academic match.

Making Sense	Questions	My Notes:
<b>TOUCH</b> the ground of college with your feet as you walk around during the <b>campus tour</b> – be sure to wear comfortable shoes	What is it like to walk around the college campus to get to classes, the dining hall, residence hall or dormitory, and so on? How do students learn how to get around campus?	
<b>SEE</b> what a real college students learning looks like - it's not just at a desk in a classroom	What are the different types of classrooms or learning spaces at college? Where do students study or learn outside of the classroom?	
<b>TASTE</b> the food that college students eat for lunch	How do college students pay for their meals at college? Is it part of <b>financial aid</b> ? Is there free food at college? Where?	
<b>SMELL</b> all kinds of things to associate with your memory – from the environment's fresh air to laundry detergent to science experiments	What is this college's environment - <b>rural</b> , <b>urban</b> , <b>or suburban</b> ? How do college students clean their clothes? What do science experiments smell like, anyway?	

### Making Sense Out of the College Visit Experience

Making Sense	Questions	My Notes:
HEAR from undergraduate college students and professors what it takes to prepare successfully for college as they choose their academic major and career	How did you know what the right academic major was or career for you? What did you think you were going to do when you were in middle school? Based on what you know now about college, what would you tell yourself back then so that you could be prepared to be successful college student?	
The SIXTH sense is often referred to as your intuition or perception of clues around you.	How does this college visit make you feel? What feels right? What would you prefer to be different? How could you imagine yourself in college here? Do you imagine yourself at a different college? Why?	

## MORE NOTES:

### GEAR UP College Visit K-W-L Chart

Name:	Grade:	
College To Visit:	Date:	
	e this chart to keep track of what yo ge during the visit, and what you lea	
What do I already KNOW about college?	What do I WANT to learn about college?	What did I LEARN about college?

### GEAR UP College Visit De-Brief Worksheet

Name:				
College Visited:		Date:		
Overall Take-Aways:				
What did we learn?	What could be different?	What are ideas for next time?		

### After the GEAR UP College Visit Survey

Stud	dent ID (optional):			
Stud	dent Name (optional):			
Sch	ool District:			
Sch	ool:		Grade:	
l att	rended the following college or university during the GEAR UP Col	lege Visit:		
 The	following pertains to me:			
<b>•</b>	I feel my GEAR UP Coordinator prepared me for what to expect prior to attending this GEAR UP College Visit.	☐ Yes	☐ Somewhat	□ No
<b>©</b>	A parent, guardian, or family member attended this GEAR UP College Visit with me.	☐ Yes	☐ Somewhat	□ No
<b>()</b>	Overall, this GEAR UP College Visit was a positive experience.	☐ Yes	$\square$ Somewhat	□ No
<b>©</b>	This GEAR UP College Visit helped me prepare for attending college in the future.	☐ Yes	☐ Somewhat	□ No
<b>©</b>	I would recommend attending this GEAR UP College Visit to a friend.	☐ Yes	☐ Somewhat	□ No
•	ined knowledge in the following areas ing the GEAR UP College Visit:			
<b>()</b>	Admissions requirements	☐ Yes	☐ Somewhat	□ No
<b>©</b>	Academic majors	☐ Yes	☐ Somewhat	□ No
<b>©</b>	Career paths	☐ Yes	☐ Somewhat	□ No
<b>()</b>	College options across North Carolina and the U.S.	☐ Yes	☐ Somewhat	□ No
<b>©</b>	Financial Aid (student loans, grants, and work study)	☐ Yes	☐ Somewhat	□ No
<b>©</b>	Scholarships	☐ Yes	$\square$ Somewhat	□ No
<b>©</b>	Student Groups and Extracurricular Activities	☐ Yes	$\square$ Somewhat	□ No
<b>©</b>	Campus Life and Resources (for example, the Residence Halls or the Writing Center)	☐ Yes	☐ Somewhat	□ No
<b>©</b>	What I need to do in high school to prepare for college	☐ Yes	☐ Somewhat	□ No
<b>©</b>	Other:			

### After the GEAR UP College Visit Survey

ıwı	sn more information was given on			
Dur	ing the GEAR UP College Visit			
<b>(</b>	The college representatives were friendly and welcomed			
•	us to their campus.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	I believed that I could go to college after high school.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	The event was organized and efficient.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	The food was good quality.	☐ Yes	$\square$ Somewhat	□ No
<b>©</b>	The campus tour and guide were helpful.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	I learned something new during the admissions session.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	I learned something new during the financial aid session.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	I had opportunity to hear directly from college students.	☐ Yes	$\square$ Somewhat	□ No
<b>(</b>	I had the opportunity to hear directly from college			
	professors.	☐ Yes	☐ Somewhat	□ No
<b>©</b>	I had enough time to experience the college campus.	☐ Yes	☐ Somewhat	□ No
<b>©</b>	My questions were answered.	☐ Yes	$\square$ Somewhat	□ No
•	What questions do you still have for current college students, college professors, or college admissions or financial aid staff?			
	er attending the GEAR UP College Visit, an on the following after high school:			<b>&gt;</b>
☐ Attend a 2 year community college			<b>EAR</b> "	P
	Attend a 4 year college or university		NC Appalachian Partne	rship
	Enter the workforce only			
	Enter the military only	CC	)]	ZF
	No idea	Dream	ノレレルへ n It. Plan It.	Do It.