# THINKING OUTSIDE THE BOX

A Coordinator's Guide to

Successful GEAR UP SWV

**College Visits** 

for Middle & High School

Students & Families

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# A COLLEGE READY PROGRAM THAT WORKS

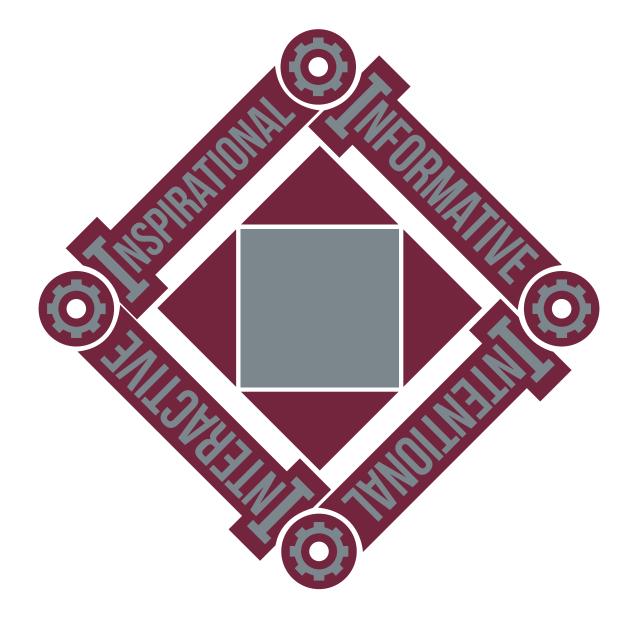


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# **INTRODUCTION**

As a GEAR UP Southern West Virginia (GEAR UP SWV) Local 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 SWV 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, GEAR UP SWV has developed this Coordinator's Guide to Successful GEAR UP SWV College Visits for Middle and High School Students and Families. Our goal is that this guide will help GEAR UP SWV Local 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 SWV COLLEGE VISITS FOR MIDDLE AND HIGH SCHOOL STUDENTS MAKE A LIFE-LONG DIFFERENCE?

# COLLEGE Dream It. Plan It. Do It.

College visits are often GEAR UP SWV 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 2-year community colleges, 4-year public and private colleges and universities across West Virginia 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 6th 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 chaperons 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 three 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.uncg.edu/ir/asu/f/Tillery,%20Christina\_2013\_Dissertation.pdf

# WHAT IS A GEAR UP SWV 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 SWV 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 SWV service to students and their families, but college visits are also one of the GEAR UP SWV Partnership's **COLLEGE READY: SKILLS priorities**.



# **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 afterward.

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

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

Each GEAR UP student should attend at least one college visit by the end of the 8th grade.

Each GEAR UP student should have at least one family member attend a college visit.

Each GEAR UP College Visit should be intentional, informative, inspirational, and interactive. Each GEAR UP school should have at least one college visit opportunity per grade level served per year.

Each GEAR UP student should attend at least two college visits by the end of the \_\_\_\_12th grade.

#### WHAT ARE SOME IDEAS FOR HOW TO MAKE GEAR UP SWV College visits "Outside the Box"?

### Intentional

Connect classroom curriculum to the experiential nature of the college visit. Organize four 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.

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For example, students in 7th-grade science are learning about biology and the human organ systems. During the college visit, students are invited to tour labs that contain research-grade equipment to stimulate innovative teaching and learning.

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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 West Virginia public colleges and universities:



#### Concord University • concord.edu

The U.S. News and World Report has ranked Concord University among the Best Regional Universities South, the Top Public Schools, and the Top Performers on Social Mobility for 2022-2023.



#### New River Community and Technical College • newriver.edu

New River Community and Technical College offers over 60 academic programs and workforce trainings to help you prepare for a job in weeks.



#### **Marshal University • marshall.edu** Marshall's most popular courses include marketing, general studies, education and psychology, though its engineering and business programs are also well regarded regionally.



Bluefield State University • bluefieldstate.edu

a local HBCU that offers baccalaureate degrees in four fields of engineering technology: civil, electrical, mechanical, and management, as well as associate degrees in civil, electrical, and mechanical engineering technology. BSU's career job placement rate is near 100% in engineering technology.



#### Fairmont State University • fairmontstate.edu

Fairmont State University has been recognized by the U.S. News & World Report for the third consecutive year, earning placements in its 2022 – 2023 Best Colleges rankings including Best Nursing Programs and Top Social Mobility in the South—Regional University category.



#### WHAT ARE SOME IDEAS FOR HOW TO MAKE GEAR UP SWV 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 SWV College visits "Outside the Box"?

#### Interactive

- After a quick presentation by the multicultural affairs office about the importance of diversity in campus life, students can 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. Students 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 SWV COLLEGE VISIT STRATEGY**

Intention/Goals of the College Visit	Examples	What the college visit should NOT be
Learn what college life is all about (living arrangements, social aspects, dining hall experience, etc.)	Local and/or regional college campuses that give them a "flavor" of college life	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
Let students visit and "see" the liberties, responsibilities, and differences between the managed schedule of middle school vs. the independent	Colleges should have a large proportion of residential students on campus	it's all about what makes college differen than middle school and high school.
college life	Should be able to see how students dress on campus, where they eat,	
Start envisioning themselves on a college campus	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	

# GRADES SERVED: 9

Intention/Goals of the College Visit	Examples	What the college visit should NOT be
Help students imagine themselves as future college students	Seeing and hearing the expectations for SAT scores, GPAs, and Community Service requirements will serve to	9th grade should not be about compromise! It is about dreaming big and starting to create a path for academic
Overview of college options and requirements	inspire and motivate students to aim high and work hard if they want to attend the college of their choice	achievement before it is too late and they are forced to compromise.
Ideal time to take students to visit		
"reach" colleges and universities	Ivy League Schools, prestigious institutions, and elite colleges that	
Understanding the importance of getting good grades all throughout	serve a particular type of student	
their high school career	Admissions presentations are very important at this stage	

# **GEAR UP SWV COLLEGE VISIT STRATEGY**

# GRADES SERVED: 10

Examples

A variety of options (size, location,

• Students should be able to start

college education

are eligible for

demographic, urban, rural, etc.)

narrowing the environment they

envision themselves in for their

Begin taking an honest look at

# 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

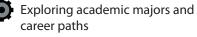
Shift in focus towards academic preparation needed in high school





Great time to introduce community colleges

academics and what colleges they





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, self- advocacy, initiative, etc.)





# **GEAR UP SWV COLLEGE VISIT STRATEGY**

# **GRADES SERVED: 11**

	Intention/Goals of the College Visit	Examples	What the college visit should NOT be
•	Students should begin taking individual tours on their own and/ or with their parents	Focus on 4-year colleges or universities	This is a time when fewer is NOT better. Tours should focus on seeing as many schools as possible matching the
0	Shift in focus toward college entrance exams, academic match, and how to	Focus on colleges that offer their particular interest	student's interests. Virtual tours can help expand the tour options.
	apply	Students interested in finite majors	
•	Participating in the bulk of their community service projects/ leadership opportunities	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	
•	To the extent possible, encourage	attend these types of schools	
	students to "try out" rigorous classes they think they might be interested in majoring in	Introduce the concept of "transferring" schools	
•	Focus more specifically on student needs/questions and let them lead the way	Detailed financial aid information specific to the schools they are interested in applying to	
0	Understanding entrance requirements for specific majors and schools is critical this year	"How-to" workshops on the application process (FAFSA, college, and scholarship applications, etc.)	

# **GRADES SERVED: 12**

# Intention/Goals of the College Visit

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- 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
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 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.

#### HOW DO I PREPARE FOR A SUCCESSFUL GEAR UP SWV COLLEGE VISIT THAT IS INTENTIONAL, INFORMATIVE, INSPIRATIONAL, AND INTERACTIVE?

These top 10 ways to prepare for a GEAR UP SWV 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 SWV College Visit Strategy Chart to strategize possible college visit locations for each grade level as the cohort of students moves 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 West Virginia colleges and universities, including admissions contact info, check out **College Foundation of West Virginia (CFWV.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 SWV College Visit Operations & Policies Planning Worksheet.

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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 SWV 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 planning 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.



Intention with purpose. For each college visit, prior to reaching out to the specific college or university, use the **Before the GEAR UP SWV 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 SWV College Visit and Dear College Letter or Email** (Template).

#### HOW DO I PREPARE FOR A SUCCESSFUL GEAR UP SWV COLLEGE VISIT THAT IS INTENTIONAL, INFORMATIVE, INSPIRATIONAL, AND INTERACTIVE?

**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 SWV 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 departments, 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 SWV schools will help our students imagine themselves as college students.



**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 SWV, 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 SWV College Visit Family Meeting Sample Agenda and GEAR UP SWV College Visit Family Meeting Letter.

Prepare academically in the classroom, after school, or during 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 CFWV.com 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 SWV College Visit K-W-L Chart

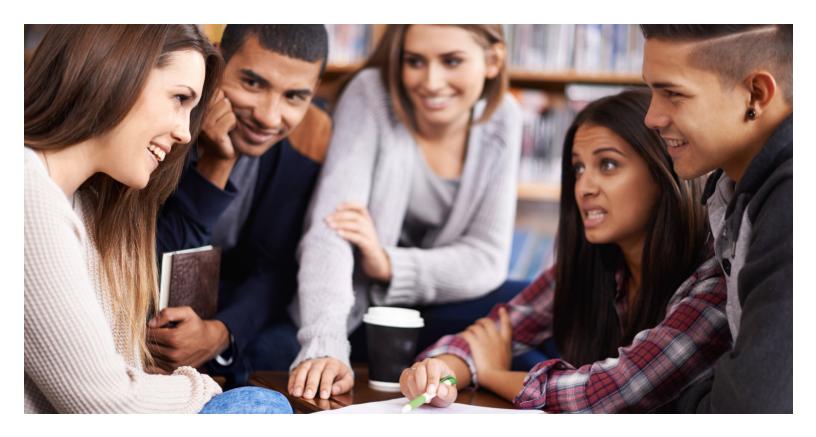


**Check in frequently with the college and school district representatives as you get ready.** Don't forget to check in with the college leading up to the visit to see what info they need from you and to see how the planning is going. Remember to stay on top of all of the financial details that are specific to your school district — including payment for lunches, bus transportation, and snacks for before and after. You can refer to the **GEAR UP SWV College Visit Operations & Policies Planning Worksheet.** 

#### HOW DO I PREPARE FOR A SUCCESSFUL GEAR UP SWV COLLEGE VISIT THAT IS INTENTIONAL, INFORMATIVE, INSPIRATIONAL, AND INTERACTIVE?

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Set clear expectations and be organized so that you and your students are over-prepared. Remind everyone of the GEAR UP SWV College Visit Expectations (for students, families, chaperones, and GEAR UP SWV 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 backup 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 SWV College Visit Roster (template) and safety system to keep track of all students.



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Live and learn! No matter if you are chaperoning a 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 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 SWV 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 SWV College Visit K-W-L Chart**. Also, be sure to have students complete the **After the GEAR UP SWV College Visit Survey** to get their thoughts on the experience.

Start planning at least 2-3 months ahead (preferably six months, even!)
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Go to **https://www.concord.edu/gearup** and fill out the **Campus Visit Request Form**. The IHE Local Coordinator at the Central Office will contact you within 24-48 hours to confirm you campus visit request and go over the details.

If you are planning the college visit yourself don't be afraid to search the Internet for a contact name at the college/university to email or call; it's usually admissions, but sometimes in another department. 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!

Get your introduction down so you can quickly explain to the college or university professional who you are, what the GEAR UP SWV 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.

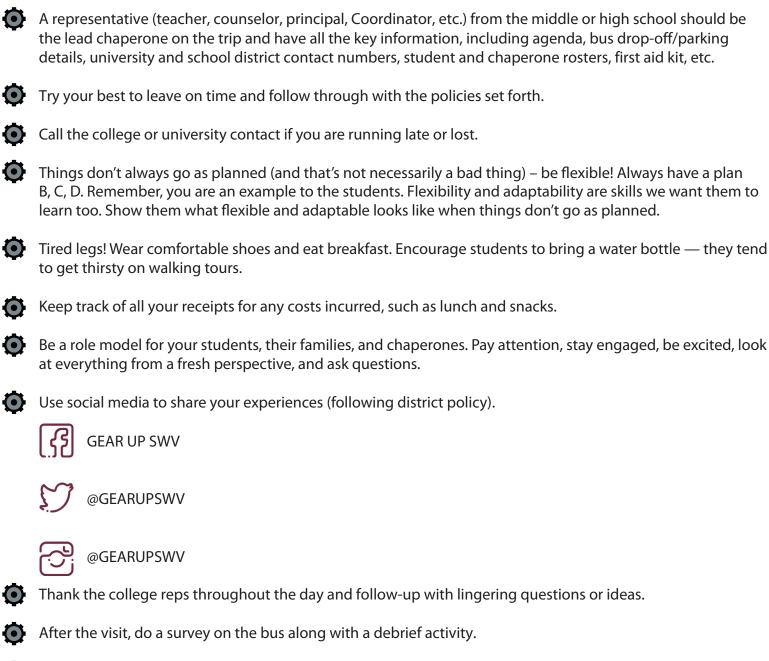
Once the college/university professional agrees to a GEAR UP SWV College Visit, then let them know you will send a student/chaperone roster closer to the event date. Request details on how to process payment including the cost for lunch per participant, bus dropoff/pick-up info, parking, location for registration, and the tentative schedule. If the IHE Local Coordinator is assisting you with planning, you will receive an email with all of the necessary visit information listed above.

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 SWV COLLEGE VISIT?



Rest up! It's been a long day!

#### WHAT AN EXPERIENCE! NOW WHAT SHOULD WE DO AFTER THE GEAR UP SWV 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 SWV publications.
Enter services into the GEAR UP SWV database.
Complete financial paperwork for your district and GEAR UP SWV program.
Start working on your next college visit using the rubric.





# TEMPLATES AND WORKSHEETS

# **BEFORE THE GEAR UP SWV COLLEGE VISIT SURVEY**

Student ID (optional):	
Student Name (optional):	
SchoolDistrict:	
School:	_Grade:

#### The following pertains to me:

<ul> <li>My parents have a high school diploma or equivalent</li> </ul>	🗆 Yes	🗆 No
• My parents have a degree from either a community college or 4-year university	🗆 Yes	🗆 No
<ul> <li>I have visited a community college before with my family</li> </ul>	🗆 Yes	🗆 No
<ul> <li>I have visited a 4-year college or university before with my family</li> </ul>	🗆 Yes	🗆 No
<ul> <li>I have visited a community college before with my school</li> </ul>	🗆 Yes	🗆 No
<ul> <li>I have visited a 4-year college or university before with my school</li> </ul>	□ Yes	🗆 No

#### Currently, I plan on the following after high school:

#### What are areas that I would like more information about during a GEAR UP SWV College Visit? (Select all that apply)

- Attend a 4-year college or university
   Enter the workforce only
  - □ Enter the military only
  - 🗆 No idea

# I plan on studying the following academic major/career path:

□ Business/Accounting/Management

□ Attend a 2-year community college

- □ Education/Teaching
- □ Liberal Arts/Humanities
- □ Science/Math/Engineering/Pre-Med/Health Careers
- □ Visual/Performing Arts
- $\Box$  Other/Not-listed
- $\Box$  No idea

- □ Admissions requirements
- □ Academic majors
- □ Career paths
- □ College options across North Carolina and the U.S.
- □ Financial Aid (student loans, grants, and work study)
- □ Scholarships
- □ Student Groups and Extracurricular Activities
- □ Campus Life and Resources (for example, the Residence Halls or the Writing Center)
- What I need to do in high school to prepare for college
- □ Other (open-ended)

# **BEFORE THE GEAR UP SWV 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?



# **DEAR COLLEGE... LETTER OR EMAIL**

#### Hello <Insert Name>,

I'm writing on behalf of the GEAR UP SWV 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 8-72 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 SWV, 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 SWV program and the potential college visit.

#### **GEAR UP SWV**

The goal of our GEAR UP SWV 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: concord.edu/gearup

#### Potential GEAR UP SWV 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 SWV 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

# **GEAR UP SWV COLLEGE VISIT • SAMPLE SCHEDULE**

#### FOCUS ON STUDENT LIFE AND THE DIVERSITY OF ACADEMIC MAJORS • GRADES 6 - 8



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

# **Tentative Agenda**

(finalized on the date of the event)

8:30 AM - 9 AM	Bus drop-off and registration
9 AM - 9:25 AM	Welcome (University Leader, preferably an Academic Dean)
9:25 AM - 9:45 AM	Admissions 101: Begin with the End in Mind – Connecting Careers and Majors to Your College Choice (Admissions Representatives)
9:45 AM - 10 AM	Transition Time
10 AM - 10:25 AM	Campus Tour with a focus on Student Life buildings (Student Union, Residence Halls, Arena, Stadium, Dining Hall, Bookstore) (Student Leaders)
10:25 AM - 11:25 AM	Lunch in the University Dining Hall
11:25 AM - 11:30 AM	Transition Time
11:30 AM - 12 PM	Frisbee on the lawn
12 PM - 12:30 PM	Q&A: Undergraduate Student Panel (Focus on Majors)
12:30 PM - 12:45 PM	Closing & Student Club Performance
12:45 PM - 1 PM	Dismissal to Buses/Surveys

University Contact Info:	
Bus Drop Off & Parking:	
Registration Location:	
Lunch Information:	
Website with Campus Map:	

# **GEAR UP SWV COLLEGE VISIT • SAMPLE SCHEDULE**

#### FOCUS ON INCREASING COLLEGE KNOWLEDGE WITH HANDS-ON, INTERACTIVE ACTIVITIES • GRADES 9-10



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

# **Tentative Agenda**

(finalized on the date of the event)

8:30 AM - 9 AM	Bus drop-off and registration
9 AM - 9:25 AM	Welcome (University Leader)
9:25 AM - 9:45 AM	Admissions 101: Begin with the End in Mind goal setting activity (Admissions Representatives)
9:45 AM - 10 AM	Transition Time
10 AM - 10:30 AM	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 AM - 10:45 AM	Transition Time
10:45 AM - 11:25 AM	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
11:25 AM - 11:45 AM	Chem Demo: Science for Everyone(Chemistry Professor/Majors/Students)
11:45 AM - 12:45 PM	Lunch in the University Dining Hall
12:45 PM - 1:25 PM	Campus Tour by University Admissions/Ambassadors
1:25 PM - 1:45 PM	Q&A: Undergraduate Student
1:45 PM - 2 PM	Closing & Student Club Performance
2 PM - 2:25 PM	Dismissal to Buses/Surveys

niversity Contact Info:	
us Drop Off & Parking:	
egistration Location:	
unch Information:	
ebsite with Campus Map:	

# **GEAR UP SWV COLLEGE VISIT • SAMPLE SCHEDULE**

#### FOCUS ON DECISION MAKING AND FINDING A COLLEGE ACADEMIC MATCH • GRADES 11-12



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

# **Tentative Agenda**

(finalized on the date of the event)

	(
8:30 AM - 9 AM	Bus drop-off and registration
9 AM - 9:25 AM	Welcome (University Leader)
9:25 AM - 9:45 AM	Student Leader Mentor Activity: Mapping Your Own Campus
9:45 AM - 10 AM	Transition Time
10 AM - 10:30 AM	Student-led Campus Tour
10:30 AM - 10:45 AM	Transition Time
10:45 AM - 11:25 AM	Sit-in on an undergraduate class
11:25 AM - 12:25 AM	Lunch in the University Dining Hall with mentors and professors
12:25 AM - 1:45 PM	Decision-Making: What's my college match and fit? (Student-led discussion on the Quad)
1:45 PM - 2:25 PM	Admissions 202: Applying to College (Admissions Representatives in computer lab)
2:25 PM - 3:45 PM	Financial Aid 202: Filling Out the FAFSA (Financial Aid Representatives in computer lab)
3:45 PM - 4 PM	Q&A and share contact info with mentors
4 PM - 4:25 PM	Dismissal to Buses/Surveys

Jniversity Contact Info:
Bus Drop Off & Parking:
Registration Location:
unch Information:
Nebsite with Campus Map:

#### **GEAR UP SWV COLLEGE VISIT** FAMILY MEETING INTRO LETTER

Dear Parent or Guardian,

We are excited to invite you and your student to the upcoming GEAR UP SWV College Visit to <Insert Name of College/University> on <Insert Date>. Our goal is that this college visit will increase your 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 SWV Family Meeting at the following location, date and time. During this meeting, we will discuss the GEAR UP SWV 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 SWV Family Meeting Information**

Date:\_\_\_\_\_

Time:

Location:

Looking forward to seeing you there! We understand that sometimes scheduling conflicts come up – if you cannot attend this meeting, please contact the GEAR UP SWV Local Coordinator as soon as possible at <Insert Name, Phone and Email>.

Sincerely, <Insert Name, Title, Phone, Email Info>

#### **GEAR UP SWV COLLEGE VISIT** FAMILY MEETING SAMPLE AGENDA



Welcome to the <Insert the College/University name> GEAR UP SWV College Visit Family Meeting! <Insert Date, Location, Name(s) of Presenters> Tentative Agenda (finalized on the date of the event):

#### 6 PM – 6:20 PM

Welcome, refreshments and introductions

GEAR UP SWV 101 Overview

Goals, schools/grades served, services available

Student and family GEAR UP SWV story

#### 6:20 PM – 6:45 PM

GEAR UP SWV College Visit Overview

Purpose, date, location, transportation, lunch, tentative agenda with pick- up and drop-off times (overnight info included here, if applicable)

Expectations for students, families, and GEAR UP SWV Local Coordinator/chaperones

Chaperone/family participation info

#### 6:45 PM – 7 PM

Q&A and signing permissions slips with individual meetings, if needed



Pre-Visit Preparation Academic and Career Connection	Emerging         Let's Get Started         (Grades 6-8)         Students are surveyed to         identify needs and questions         Students tour facilities that         emphasize the difference         between middle/high school         and college/ career (astronomy         observatory, sustainable         development/ technology         lab, etc.)         Delieve that they can go to	Engaging Attention (Grades 9-10) (Grades 9-10) (Grades 9-10) Info from survey is used by the college to design the agenda Professors in areas of interest give an interactive presentation Students breakout into groups to discuss with college staff	Empowering Live the Experience (Grades 11-12) Students analyze results and research campus resources to determine their suggested agenda Students are assigned professors to meet in small groups based on their interest and sit in on a real class Students in the breakout groups create posters about their hesitations and how they
We Believe	college and that nothing can hold them back with focus and determination	their hesitations about going to college and identify ways to overcome these hurdles College students from the	will conquer them in order to go to college, and make presentations to the whole group Students and college students
Peer Mentoring	Undergraduate student panel speaks about their college- going experiences	panel eat lunch with students and give campus tours so there is more time to talk informally	are matched up for Skype sessions and emails after the visit to stay in touch as mentors

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Thinking outside the Box: Rubric for Planning & Implementing a successful gear up SWV 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,

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<b>Components</b> Recipe For a Successful College Visit	<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)
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





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

**GEAR UP SWV COLLEGE VISIT OPERATIONS & POLICIES PLANNING WORKSHEET - PART 1** 

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<b>Operational &amp; Policy</b> Planning To help you plan, make		Information Gathered Contact name & info, Department, District Policy,	<b>Estimated Costs</b> Based on the distance of the visit, types
sure to defer to your district and school policy	should find answers to the following questions	Available Resources	of chaperones, transportation, etc.
	• What is the process to purchase snacks (individually wrapped and bottled water)?		Morning Snack
	<ul> <li>Is my district tax-exempt, if so, where can I get the form?</li> <li>What is the cost per person for lunch?</li> </ul>	iorm?	Additional Meals
Food	How do I process payment to cover the cost of lunch for my student & chaperone group (district check, Pcard, etc)?	.h for , etc)?	
	• How much time is needed to process a lunch check? • What do I do after this visit with receipts?		
	Are any teachers interested? If so, what is the process of annoving this? What is the cost of a substitute teacher?	ss of	
Ċ	Could parents benefit from attending with their children     as chaperones?	ldren	
cnaperones	<ul> <li>If so, what is the process to get volunteer clearance for parents to serve as chaperones?</li> </ul>	for	
	• Can parents ride the bus transportation?		
	<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>		
Social Media & Photography	<ul> <li>Do you need equipment such as a camera?</li> <li>Does your district/school have social media accounts you can use?</li> </ul>	5	

<b>Estimated Costs</b> Based on the distance of the visit, types of chaperones, transportation, etc.	Hotel Room	Printing
<b>Information Gathered</b> Contact name & info, Department, District Policy, Available Resources		
<b>Guiding Questions</b> To help you get started with planning, you should find answers to the following questions	<ul> <li>Are overnight field trips allowed? If so, what is the process?</li> <li>What distance warrants an overnight stay?</li> <li>How many chaperones are required?</li> <li>How many students per hotel room?</li> <li>How many hotel rooms needed?</li> <li>What district policies guide overnight stay rules?</li> </ul>	<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>
<b>Operational &amp; Policy</b> Planning To help you plan, make sure to defer to your district and school policy	<b>Overnight Lodging</b> ( <i>if applicable based on distance of college visit from school</i> )	Reflection and Improvement

**GEAR UP SWV COLLEGE VISIT OPERATIONS & POLICIES PLANNING WORKSHEET - PART 3** 

# **ONLINE COLLEGE KNOWLEDGE SCAVENGER HUNT**

Name: College Visited:	Visited:	Grade: Grade: Date:
CATEGORY	QUESTION	ANSWER
	1. What is the most common academic major?	
ACADEMIC	2. What building are Academic Advisors offices in?	
MAJOR	3. What is one service the CACD office offers to students?	
	<ol> <li>What is one type of internship students have had while attending this college?</li> </ol>	
	5. What is the average ACT and SAT score for students who have enrolled?	
ACADEMIC MATCH	6. What is the average GPA for students who have enrolled?	
	7. What percentage of students who have applied are admitted?	

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# **ONLINE COLLEGE KNOWLEDGE SCAVENGER HUNT**

CATEGORY	QUESTION	ANSWER
	8. Where is the college located? (City/Town and Region	
SOCIAL	9. How many students attend the college?	
FIT	10. What is the student to faculty ratio?	
	11. What is the name of one student group on campus?	
	12. What is one place that you can visit for a study abroad?	
	13. How much is the tuition and room/board in total?	
	14. What percentage of students receive financial aid?	
FIT	15. What is one scholarship available to students?	
	16. When is the deadline to submit the FAFSA?	

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# **GEAR UP SWV COLLEGE VISIT EXPECTATIONS**

#### **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 the national GEAR UP SWV
- program The experience is what you make of it... make it a good one

#### **Family Expectations**

- □ Talk to your student about the upcoming college visit
- Attend a GEAR UP SWV College Visit Family Meeting, and if you can't attend, contact the GEAR UP SWV Local Coordinator to set up an individual meeting or phone call
- Sign permission slips
- Participate in the college visit, and complete the necessary district paperwork to serve as a "chaperone" or volunteer
- Arrive on time for the bus departure and pick-up
- Be an active listener and ask questions
- Remember that you are a role model to all the students keep technology away (to the extent possible)
- Stand proud as a positive representative of you, your family, community, school, and national GEAR UP SWV program
- □ The experience is what you make of it... make it a good one

#### **GEAR UP SWV Coordinator/ Chaperone Expectations**

- Be Prepared! Have all contact names and numbers, student rosters, emergency contacts, district and school level information handy in a folder or binder each chaperone and teacher in the group should have each adult's cell phone number for safety purposes
- Know who your bus driver is (and 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
- Set up a process for making sure you have all students accounted for at all times by using a counting or buddy system
- Remember, you are a role model to all the students and families keep technology away (to the extent possible)
- Chaperones are in charge of sharing behavioral expectations with students and managing student behavior during the college visit, if issues arise be sure to address them with the student
- □ Be engaged and guide the visit by asking questions and guiding conversation
- □ Stand proud as a positive representative of you, your family, community, school, and national GEAR UP SWV program
- ☐ The experience is what you make of it make it a good one

# **GEAR UP SWV COLLEGE VISIT ROSTER**



Date: \_\_\_\_\_ College Name: \_\_\_\_\_

Point of Contact and Info: \_\_\_\_\_

#	Student Name	Grade	Parent/Family Attending (if applicable)
1			
2			
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# 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 SWV program
- The experience is what you make of it make it a good one



Student Name:				
Name of College:	Date:			
Signature:				

# COLLEGE Dream It. Plan It. Do It.

## MAKING SENSE OUT OF THE COLLEGE VISIT EXPERIENCE

Name: \_\_\_\_\_

College Visited: \_\_\_\_\_

Grade: \_\_\_\_\_

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 the college with your feet as you walk around during the campus tour – 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?	
SEE 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?	
TASTE the food that college students eat for lunch	How do college students pay for their meals at college? Is it part of financial aid? Is there free food at college? Where?	
SMELL 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 – rural, urban, or suburban? How do college students clean their clothes? What do science experiments smell like, anyway?	
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 a successful college student?	
The <b>SIXTH</b> 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?	

# **GEAR UP SWV COLLEGE VISIT K-W-L CHART**

Name: \_\_\_\_\_

College to Visit: \_\_\_\_\_

Grade: \_\_\_\_\_

Date:\_\_\_\_\_

Getting ready for a college visit? Use this chart to keep track of what you already know about college, what you want to learn about college during the visit, and what you learned about college after the visit.

What do I already know?	What do I want to learn?	What did I learn?

# **GEAR UP SWV COLLEGE VISIT DE-BRIEF WORKSHEET**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

College Visited: \_\_\_\_\_

Date: \_\_\_\_\_

Overall Take-Aways: \_\_\_\_\_

What did we learn?	What could be different?	What are ideas for next time?

# AFTER THE GEAR UP SWV COLLEGE VISIT SURVEY

Stı	Student ID (optional):				
Stı	udent Name (optional):				
Sc	hool District:				
Sc	hool:		Grade:		
	ttended the following college or university during the GEAR UP SWV College Visit:				
Th	e following pertains to me:				
O	I feel my GEAR UP SWV Local Coordinator prepared me for what to expect before attending this GEAR UP SWV College Visit.	🗌 Yes	Somewhat	No	
Ø	A parent, guardian, or family member attended this GEAR UP SWV College Visit with me.	🗌 Yes	Somewhat	□No	
$\odot$	Overall, this GEAR UP SWV College Visit was a positive experience.	🗌 Yes	□ Somewhat	□No	
Ø	This GEAR UP SWV College Visit helped me prepare for attending college in the future.	🗌 Yes	Somewhat	□No	
٥	I would recommend attending this GEAR UP SWV College Visit to a friend.	🗌 Yes	□ Somewhat	□No	
-	ained knowledge in the following areas during the AR UP SWV College Visit:				
$\odot$	Admissions requirements	🗌 Yes	Somewhat	□No	
$\odot$	Academic majors	🗌 Yes	□ Somewhat	□No	
$\odot$	Career paths	🗌 Yes	Somewhat	□No	
$\odot$	College options across North Carolina and the U.S.	🗌 Yes	□ Somewhat	□No	
$\odot$	Financial Aid (student loans, grants, and work study)	🗌 Yes	Somewhat	No	
$\odot$	Scholarships	🗌 Yes	Somewhat	□No	
$oldsymbol{O}$	Student Groups and Extracurricular Activities	🗌 Yes	Somewhat	□No	
$\odot$	Campus Life and Resources (the Residence Halls or the Writing Center, etc.)	🗌 Yes	Somewhat	□No	
$\odot$	What I need to do in high school to prepare for college	🗌 Yes	Somewhat	□No	
$\odot$	Other:				

# AFTER THE GEAR UP SWV COLLEGE VISIT SURVEY

#### I wish more information was given on \_\_\_\_\_

#### During the GEAR UP SWV College Visit...

$\odot$	The college representatives were friendly and welcomed us to their campus.	🗌 Yes	Somewhat	□No
$\odot$	I believed that I could go to college after high school.	🗌 Yes	Somewhat	□No
$\odot$	The event was organized and efficient.	🗌 Yes	□ Somewhat	□No
$\odot$	The food was good quality.	🗌 Yes	□ Somewhat	No
$\odot$	The campus tour and guide were helpful.	🗌 Yes	Somewhat	No
$\odot$	I learned something new during the admissions session.	🗌 Yes	□ Somewhat	No
Ø	I learned something new during the financial aid session.	🗌 Yes	□ Somewhat	□No
Ø	I had the opportunity to hear directly from college students.	🗌 Yes	Somewhat	No
Ø	I had the opportunity to hear directly from college professors.	🗌 Yes	□ Somewhat	□No
0	I had enough time to experience the college campus and my questions were answered.	🗌 Yes	□ Somewhat	□No

#### What questions do you still have for current college students, professors, admissions, or financial aid staff?

#### After attending the GEAR UP SWV College Visit, I plan on the following after high school:

- Attend a 2-year community college
- Attend a 4-year college or university
- Enter the workforce only
- Enter the military only
- No idea

