

IDEAS FOR CAMPUS TOURS

Before starting your campus tour, it's helpful to provide each guest with an updated, accurate map of the campus, highlighting the different locations they'll visit on the tour.

Are you trying to decide which places on campus to include in your tour? Consider including the following locations and discussions:

ADMISSION/RECRUITMENT/OFFICE OF PROSPECTIVE STUDENT SERVICES

- Provide information about what the school offers and its unique characteristics.
- Discuss the academic majors, minors and certificates available.
- Give a brief overview of admission requirements, i.e. minimum ACT/SAT scores, acceptable GPA, essay requirements, letters of recommendation, deadlines and the likelihood of acceptance to your school.
- Describe the athletic programs, Greek life and other clubs and organizations that may be of interest.
- Discuss any tuition discount programs or other incentives offered at your school.

FINANCIAL AID

- Provide information about campus aid and scholarships that might be available based on high school GPA or transfer data.
- Give a quick explanation of the FAFSA and priority deadlines for your school.
- Explain the types of federal aid and provide any printed financial aid information the office gives to students.
- If the students have already completed the FAFSA and sent results to the school, a short period of time could be spent explaining the next steps in the process.
- If loans are offered, provide an overview of the loan process. Talk about how to apply, the types of loans available and when the funds are applied to the students' accounts.

BUSINESS/BURSAR'S OFFICE

- Provide information about making payments for tuition, room and board, parking stickers, parking tickets, etc.
- Explain how to obtain a student ID.
- Explain drop/add payments.

Try This:

Consider color-coding the maps for quick reference. You could use red for food court areas, green for administrative areas, etc. Think of ways to organize campus buildings that might be helpful to prospective students.



REGISTRAR

- Explain how students can make changes to their class schedule.
- Discuss the process for dropping and adding classes.
- Talk about how a student can request a copy of their transcript.



DEAN OF STUDENTS

- Discuss programs and services available to help students achieve academic success.
- Talk about students' opportunities for personal achievement through education, advocacy and community-building.



Photos provided by Cameron University

FACULTY ADVISOR

- Discuss ways to decide on a career path.
- Describe alternative career paths based on the students' interests or goals.
- Talk about the classes that might be required based on the students' possible academic majors and areas of study.
- Talk about classes students should take at the freshman level vs. the junior/senior level.
- If touring a two-year school, offer a list of courses that will transfer easily to other institutions.

CAMPUS BUILDINGS

- Walk students by academic buildings (business, science, math, technology, etc.) on campus to help them become familiar with their surroundings and show them where general education classes are usually held.
- If possible, show them an actual classroom.

DORMS, CAMPUS APARTMENTS

- Tour the living spaces available to most new students on campus.
- Explain the costs for all housing locations.
- Point out all parking areas and laundry facilities.
- Note available wireless connectivity and other media capabilities.

CAFETERIAS

- Tour cafeterias that are connected with campus apartments and dorms.
- Explain costs, meal plans and weekend arrangements.
- Talk about local places to eat and other popular spots in town where students go to have fun.

BOOKSTORE

- Explain when students can buy books for class.
- Talk about the best time to buy books.
- Provide an overview of the average costs students can expect.
- Explain procedures for reselling books at the end of the semester.
- Discuss computer-related services, such as where to have them repaired, where to buy parts and programs and where to find helpdesk support on campus.

LIBRARY

- Tour sections of the library that prospective students may find interesting.
- Show areas of the library where students can find electrical outlets and connect to the Internet.
- Explain the check-out process and describe the procedures students must follow to access documents, records and reference materials.

STUDENT UNION

- Explain the amenities available at the Student Union, such as shops, coffee bars, wireless connectivity and recreational activities.
- Suggest ways to find products and services in town that will meet the students' needs.

PRESIDENT'S OFFICE

- Give a tour of the administration offices and talk about key functions and responsibilities.

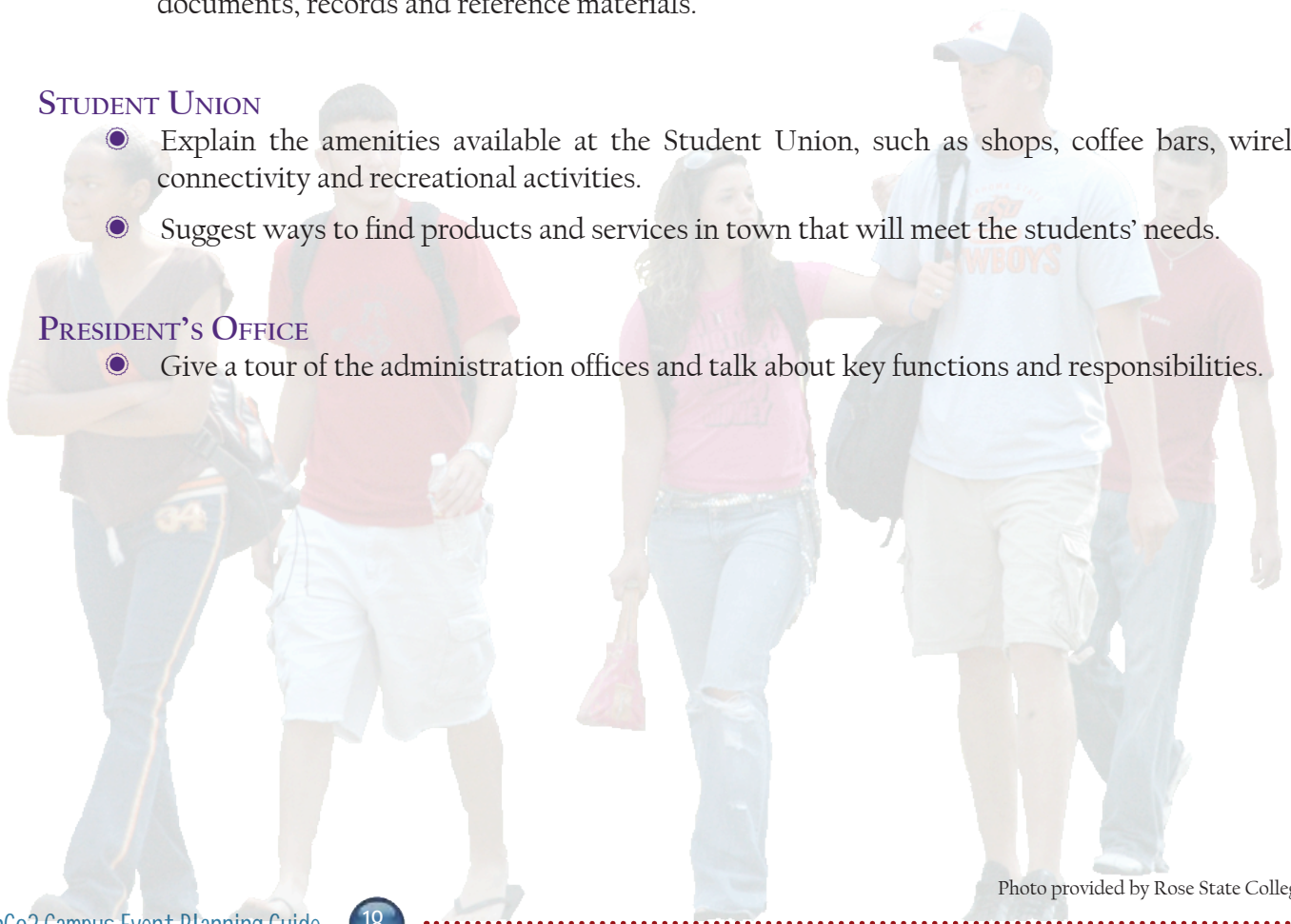


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