

## **Guidelines for College Representatives at College Day or Night Programs**

### **What is a College Program?**

A College Day or Night Program is an event designed to bring college and university admission representatives together with students, parents, and guidance personnel for the purpose of disseminating information about the individual colleges or universities, higher education in general, financial aid and career directions.

Ordinarily a college program fits into the context of a strong high school guidance plan and is not designed nor intended to replace any aspect of a thorough counseling system by high school or college professionals. A college program is identified as a group guidance activity primarily aimed to encourage and assist students in making satisfactory transitions into educational institutions beyond the secondary level.

### **The Regional Fair Concept**

The Regional Fair concept is IACAC's approach to promoting higher education in Indiana, with cooperation of the Indiana Secondary Schools Administrators Association. It is a cost effective College Day or Night Program designed to reach students and their parents within specified areas of the state. Secondary schools and colleges are encouraged to work together in planning the College Fair. Past experience has shown that programs planned where full cooperation occurs are among the most successful in Indiana. Programs should be organized in accordance with the principles of good practices set forth by NACAC, and planned to increase the awareness of students of the educational options available to them and to promote parental involvement.

## **Guidelines for College Representatives at a College Day or Night Program**

### **I. Planning**

- A. Do not show up at a program unless you have been invited by the high school. If you have not been or are unsure if your school is invited, feel free to contact the particular Regional Fair Coordinator for information.
- B. Honor deadlines requested by high schools.
- C. Make sure the college representative is knowledgeable about admissions practices and procedures, has current information about various Student Financial Aid programs, and has up-to-date information about the institution's academic programs.
- D. Do NOT send a college student without a college admissions officer.
- E. Take a list of your contacts in that school with you to the program.
- F. Be prepared: Bring more than an adequate supply of materials. Bring your own office supplies (masking tape, pens, etc.), name tags, and signs, as needed

### **II. At the Program Site**

- A. Report to the Fair site at least 30 minutes in advance of the published start time.
- B. Use only the space allotted to you. Do not use another school's space. If you have an audio-visual display, keep the sound low so that it does not interfere with communications near you.

### **III. After the Program**

- A. Thank the counselor before you leave. Offer him/her your candid evaluation of, and suggestions for, his/her program. IACAC strongly urges admissions representatives to attend only the college days or nights that have been scheduled through the Educational Calendar Committee.
- B. Fill out the IACAC College Fair Evaluation Form for the fair. The Educational Calendar Committee will use these evaluations to determine possible changes in future fair sites, dates, etc.