

CJHS COLLEGE/CAREER VISIT REQUEST FORM

Seniors – 2 visits during his/her senior year

Juniors – 1 visit during his/her spring semester (with College/Career Advisor approval)

CJHS Administration allows seniors and juniors to visit colleges and post-secondary institutions for the purpose of gaining information. For your convenience, a checklist of items and issues you should address on a scheduled campus visit appear on the reverse side of this form.

Students must follow these steps for a college visit to count as an excused absence:

- 1) Contact the post-secondary institution to arrange an official campus visit.
- 2) Complete "Section I" of this form 2 days prior to the campus visit.
- 3) Communicate with every teacher whose class you will miss regarding makeup work, and have those teachers initial the appropriate block below.
- 4) Complete "Section II" of this form during the campus visit.
- 5) Turn in this completed form to the high school office the first day you return to school.

Section I

Student's Name: _____

Circle One: Junior – 1st visit Senior – 1st visit Senior – 2nd visit

Name of College/Institution: _____

Date of Scheduled Visit: ____/____/____

Today's Date: ____/____/____ *(must be 2 days prior to campus visit)*

Student's Signature: _____

Parent's Signature: _____

College/Career Advisor Signature: _____

Principal's Signature: _____

Teachers: INITIAL ONLY IF STUDENT IS PASSING YOUR CLASS

Red Day Blocks	Teacher's Initials	White Day Blocks	Teacher's Initials
1		5	
2		6	
3		7	
4		8	

Section II

**To be completed by representative of college/institution*

The student named on this form visited our campus on the date indicated on this form.

Name of representative from college/institution: _____ (printed)

Signature of representative from college/institution: _____

Title: _____

Today's Date: ____/____/____

Checklist for a Campus Visit

- ☐ Meet with an admissions counselor.
- ☐ Verify admission requirements (tests required and high school preparation).
- ☐ Discuss your chances for success in certain programs of study.
- ☐ Find out how to apply. Do they prefer online application submission or hard copies?
- ☐ Request a viewbook and other publications.
- ☐ Meet with a financial aid representative. Determine the total cost of attendance.
- ☐ Ask about financial aid opportunities, as well as deadlines, forms required, etc.
- ☐ Meet with faculty in the department of your intended major.
- ☐ What is the student/teacher ratio? How many people will likely be in my freshmen level classes?
- ☐ What percentage of students are international students? Are there opportunities for study abroad? If so, how are these opportunities accessed?
- ☐ Attend a class to get an idea of typical size, teaching style, and academic atmosphere.
- ☐ Eat a meal in the student union. Familiarize yourself with the meal/food options available.
- ☐ Ask about the job placement records and percentages for graduates in the field you might study.
- ☐ Tour the campus (be sure to check out the residence halls, library, computer labs, etc.).
- ☐ Talk to students about the general academic environment and the amount and kind of study necessary for success.
- ☐ Find out what student activities (clubs, organizations, intramurals, etc.) are available.
- ☐ What are the freshmen housing policies? Are all freshmen required to live on campus? How are roommates matched?
- ☐ What percent of the student body is Greek (in Fraternities & Sororities)?
- ☐ What do students do on the weekend?
- ☐ Is there a freshmen orientation program? If so, what will it be like?
- ☐ What health/medical facilities are available on campus? Where is it located? What is the cost for a typical visit?

