

Best Practices In-person Visit

Review this document to ensure a
successful college visit



Explorers



Before Your Visit:

- Visit <https://k16.cuny.edu/explorers/> to register for a visit.
- Review the confirmation email after registering for a CUNY Explorers visit to confirm your in-person visit. If you have not received a confirmation email, contact the Campus Field Coordinator to ensure your visit is confirmed.
- Prepare yourself and your students for the visit by reviewing the “Welcome Packet” emailed by the Campus Field Coordinator.
- Get students excited about your college visit by providing details on the college they are visiting. Students can use the college’s website to learn fun facts.
- Have your students draft questions for the college students they will meet on their visit. What do they want to learn about college?
- Two (2) days prior to your visit, provide your Campus Field Coordinator with the following: updated attendance numbers, lead chaperone contact information, and special accommodations needed.

During Your Visit:

- Remind your students that they are considered “future college students” when on campus. They should be respectful of current students that are attending class, studying, or taking exams.
- Chaperones: be present and actively engaged during the visit. If you are curious and excited about the trip, most likely your students will be as well.
- Encourage your students to ask questions about what they see and hear around campus.

After Your Visit:

- Complete a short post-visit feedback survey. The Campus Coordinator will provide you with the link.
- Visit our [YouTube channel](#) for additional information and stay in touch by signing up for our [newsletter](#) and following us on [Instagram](#) and [Twitter](#).
- Check out our [resource page](#) that includes lesson plans around college majors and careers, college storytelling, and high school choice.

CUNY Explorers Cancellation Policy

- Schools must provide a student roster to the Campus Field Coordinator at least 1 week before the visit to avoid having your visit cancelled. Campus Field Coordinators use rosters to secure space on campus.
- If you must cancel a visit, give the Campus Field Coordinator at least 2 weeks notice; this allows time to offer the date to other schools. **If you cancel with less than 2 weeks notice, your school will forfeit additional visits on that campus for the remainder of the academic year.**
- To ensure timely arrival, schedule your transportation to arrive 15 minutes before the start of your tour. If you are running late, please call the Campus Coordinator to alert them. If you arrive after the start time indicated, you may have to forfeit your interactive activity.
- **If your school is a “no show” for your scheduled visit, your school will forfeit remaining visits on that campus for the remainder of the academic year.**
- Adhere to the appropriate student/chaperone ratio, [as per the Chancellor's regulations](#). Chaperones must stay with students at all times and monitor student behavior. Any unsafe behavior will lead to the cancellation of the visit. CUNY tour guides are not responsible for behavior management.