

PROCEDURE FOR MEETING WITH COLLEGE REPRESENTATIVES

More than 100 colleges/universities will send representatives to Joel Barlow HS this fall to meet with interested Juniors and Seniors. Students who are interested in a particular college may sign up in advance to hear a presentation and ask questions. You **may** miss class to do so, but it is recommended that you pick and choose your colleges carefully so as to be absent as little as possible from classes. Remember, strong performance in academics is extremely important. We know it is difficult to balance the need to do well with the need to find appropriate schools, but **you are up to the challenge!**

Following is the sign-up procedure:

- An updated list of all scheduled visits will be posted in three places:
 - 1). On **Naviance** (click on College Tab – View all upcoming College Visits – Sign Up)
 - 2). The Joel Barlow Counseling/Guidance Eboard
(click on College & Scholarship Information – College Rep Visits 2011-2012)
 - 3). On the front window of the Career Center.
- Students should sign up to speak with representatives at least one week in advance of visits in the Career Center (White Binder) or on Naviance. Remember to keep a record of visits you have signed up for, as reminders will NOT be sent out.
- Just as with any in-house field trip, lists of colleges, dates, times and attending students will be sent to the staff weekly (every Friday) via email. Teachers who have concerns about a student being absent from class on a given day may speak to a counselor or to the student.
- Seniors **must** obtain teacher approval prior to attending visits.
Juniors **must** obtain **both** Teacher and Counselor approval prior to attending visits if they will be missing a class.
- Students may attend the sessions without a pass, if they have signed up in advance according to the above procedure. A pass from the teacher will be needed if students have signed up late and teachers were not notified by email. All students are responsible for work due and work assigned on the day of the visit if they are missing instructional time.
- Attendance will be taken at the information sessions, and records will be kept in the Career Center.
- There will be no visits scheduled on Falcon, Black or Gold days as well as during Advisory/Activity period on Day 2.