**Campus Visit Scheduling Notes**:

* If possible, schedule the academic meeting after the student is done with classes for the day.
* When attending a school with several alumni, attempt to schedule separate campus tours in order to assess each student’s campus knowledge individually.
* When possible, schedule the social meeting (lunch, snack or dinner) off-campus.

**Local Visit** *Scenario: Several alumni attend the college, planning to have an academic or intervention meeting with one alum*

9:00-10:00 Arrive on campus

Work on campus

10:00-10:30 Campus tour from alum

10:30-12:00 Meetings with campus officials (and alum when appropriate)

Work on campus

Stop by campus offices where you do not have appointments:

Examples: Academic Support Center (Tutoring etc.), Career Services, Student Activities Admissions, Financial Aid

12:00-1:00 Lunch with all AF alumni at the school

1:00-2:30 Academic meeting with targeted alum

2:30-3:00 Pre-scheduled meetings with campus officials (and alum when appropriate)

3:00-4:00 (If lunch did not take place) Snack with all alumni at the school

**Local Visit** *Scenario: Several alumni attend, planning to have an academic or intervention meeting with two alumni*

9:00-9:30 Arrive on campus

9:30-10:00 Campus tour from alum #1

10:00-10:30 Meetings with campus official (and alumni when appropriate)

10:30-11:30 Academic meeting with alum #1

11:30-12:00 Campus tour from alum #2

12:00-1:00 Lunch with all alumni at the school

1:00-2:00 Academic meeting with alum #2

2:00-2:30 Pre-scheduled meetings with campus officials (and alumni when appropriate)

2:30-3:00 Stop by campus offices where you do not have appointments:

Examples: Academic Support Center (Tutoring etc.), Career Services, Student Activities Admissions, Financial Aid

3:00-4:00 (If lunch did not take place) Snack with all alumni at the school

**Non-Local Visit***Scenario:**One alum attends the college, planning to have an academic or intervention meeting with one alum*

Evening before Arrive in the area

6:00-7:00 (If schedule does not permit for lunch or snack) Dinner with alum (off campus)

9:00-11:00 Arrive on campus

Work on campus

Stop by campus offices where you do not have appointments:

Examples: Academic Support Center (Tutoring etc.), Career Services, Student Activities Admissions, Financial Aid

11:00-11:30 Campus tour from alum

11:30-12:00 Pre-scheduled meetings with campus officials (and alum when appropriate)

12:00-1:00 Lunch with alumnus (off campus)

Stop by campus offices where you do not have appointments:

Examples: Academic Support Center (Tutoring etc.), Career Services, Student Activities Admissions, Financial Aid

1:00-2:30 Academic meeting with alum

2:30-3:00 Pre-scheduled meetings with campus officials (and alum when appropriate) – alum can also schedule these with officials/advisor

3:00-4:00 (If dinner or lunch did not take place) Snack with all alumni at the school