

BOSSIER PARISH COMMUNITY COLLEGE

Policy & Procedures

Title: Campus Tours
Effective Date: July 1, 2005
Cancellation: n/a
Division: Student Services Division / Office of Recruiting

Policy Statement

The Office of Recruiting is responsible for conducting campus tours for prospective students. Appointments are made for persons who call to inquire about a tour on a daily basis. Tours may also be given on a “walk-in” basis if a recruiter is on campus and is available to visit with a prospective student. If a recruiter is not on campus, the prospective student may come back or schedule an appointment for a later date by phone or email. The Cavalier Express student recruiters are also trained to conduct and give campus tours. They may be contacted to conduct a scheduled campus tour.

The Office of Recruiting also conducts group tours for educational facilities that wish to bring students to visit Bossier Parish Community College. Group tours are given by appointment only and scheduled by the Director of Recruiting or a Recruiter.

Procedures and Specific Information1. Purpose

- To showcase Bossier Parish Community College.
- To allow prospective students to visit the campus and ask questions about the facility, academic programs, and student services.

2. Scope and Applicability

A goal of the Office of Recruiting is to conduct as many tours as possible and make as many prospective students feel that Bossier Parish Community College is the place for them.

3. Definition

Tours may include the following points of interest:

- Making prospective students aware of admission requirements, financial aid opportunities, and the student services available on campus.
- Reviewing academic programs and meeting with instructors of interested areas.
- Touring the facility and answering questions regarding Bossier Parish Community College.

4. Guidelines for conducting campus tours

- Always be friendly and outgoing.
- Make a prospective student feel that he/she matters at Bossier Parish Community College.
- Take a genuine interest in the well-being of a prospective student.
- If you do not know the answer to a question a prospective student may have, take that student to the appropriate area that can help him/her.
- Give a prospective student a business card for a contact person at Bossier Parish Community College that may help them and answer questions.