**Student for a Day – Guideline**

In order to host a consistent experience for every prospective student, the following guideline has been established:

Each campus will host Student for a Day (SFAD\_ events on the last Thursday of each month as listed:

* November 24th,  2011
* January 26th, 2012
* February 23rd , 2012
* March 29th , 2012
* April 26th , 2012

**Register:**

Prospective students must register on-line through the NBCC website at the latest, by the Friday before each event in order to allow for proper planning. For those students who drop by a particular campus or call for information, campus staff should encourage them to go on-line to the NBCC website and apply or, assist them with this application process.

In the fall, the Principal will arrange with Department Heads to select student ambassadors from each program to accompany prospective students. Recruitment officer will provide training to the ambassadors prior to the first event.

On the Friday before the event, a list of participants by program will be sent to each campus Executive Assistant (EA) from recruitment personnel. EA to notify cafeteria of number of free meals for SFAD. (Fredericton campus please order pizza)

**Follow-up :**

Potential participants will be contacted by recruitment team member to remind them of the upcoming event. She/ he will:

* Send postcard the week before (so parents are informed if necessary)
* Send email two (2) days before

**Delivery** - Aschedule for the day is attached.

**Evaluation:**

The Monday following the event, recruitment personnel will:

* Send out postcard/email thanking each student who participated.
* Include a link to a questionnaire for feedback.
* Check SIMS to see if SFAD has applied, follow same steps as Requests for information (RFI) if not.

**Student for a Day – schedule of events**

**Arrival**: 9:00am

Principal will be present to direct SFAD’s to registration. Accommodations Advisers and Aboriginal Student Advisers will also be present to meet the prospective students.

* Meet in gymnasium/ conference room (depending on size of group, a smaller area may be better – less intimidating)
* Short welcome message from the Principal
* Encourage SFAD to like us on Facebook, get involved, etc.
* Campus video can be set up to play to highlight college experience.
* A student ambassador for each visitor will be present to accompany their SFAD to the correct departments.

**In-class:** 9:30am

* Have Student Ambassador accompany their SFAD group to class. SFAD may take notes if they so wish, or just listen & observe.
* Principals – please relay message to Department Heads and Instructors that it is better not to schedule tests/exams on these days, but rather an “interactive/hands-on” activity if at all possible.

**Lunch:** 11:45am

* All SFADs will meet together and be hosted by their Student Ambassador for lunch. Cost covered by the campus.
* The Registrar will meet with students for lunch and share an application kit. They will answer any questions the prospective students may have and assist with the registration for a program of their choice.
* An NBCC t-shirt will be given to each SFAD.

**End of Day**: 1:00pm