Arkansas Association of Collegiate Registrars and Admissions Officers
College Planning Program Host Information and Recommendations

• Accept the program date and time. Any changes must be made through the College Planning Program Coordinator. For the 2011-12 academic year, please contact Mary Whiting at whitingm@uamont.edu.

• Send invitations to ARKACRAO members by mail, email, or through the listserv, available through the College Planning Program Coordinator. Invitations should be sent approximately one month in advance.

• Hosts are encouraged to invite all member institutions.

• If having a college fair/career fair, please adhere to the ARKACRAO Statement of Good Practice.

• Provide a map or directions to the college planning program, including location of the program and any specific parking recommendations, loading/unloading details.

• Provide a contact person and deadline to verify attendance for the program.

• Share the grade levels planning to visit with representatives.

• Try to limit the designated program to a maximum of two or three hours, depending on the numbers involved. Contact the College Planning Program Coordinator with questions.

• Have a representative available during the scheduled fair, who provides direction, can answer questions or provide assistance.

• Include any other helpful information for campus representatives, such as possible refreshments.

• Thank you for your support of recognized ARKACRAO College Planning Programs! The organization is dedicated to offering educational information to best serve your campus, students and families.

    Update Approved: 3/11/2011 ArkACRACO Executive Council