



APART

ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM



Admission Counselor Travel

2022-23

In the fall, every admissions counselor will travel to different cities in their assigned area. During these trips, counselors visit individual high schools and conduct evening information programs open to all students in the area. Connecting with your area counselor and assisting him or her in planning their trip can help maximize the exposure of Notre Dame to the community.

High School Visits

During travel season, counselors will visit schools where there is a strong history of students being admitted to Notre Dame, those with strong academic profiles that we would like to convert to “feeder” schools, and schools that offer a good opportunity to meet diversity students. Visits are typically made during September and October due to file-reading obligations from November onward. Some areas will have a counselor visit every year; others will have a visit every two or three years. Counselors may ask you for a list of key high schools in your area. Some areas may have “feeder” schools – schools that consistently send Notre Dame a number of applicants each year – while other areas may need to identify top high schools.

- In some areas, it may be necessary to help the admissions counselor plan basic logistics (suggested hotels/restaurants, directions, transportation).
- A week before the visit, obtain an itinerary from the admissions counselor for planning and emergency contact purposes.

Information Nights

The information night is the highlight of the admissions counselor visit. During the program, the counselor discusses academics, the admissions process, financial aid, the Catholic nature of the University, and student life. After the presentation, the counselor, the AVC, and other alumni and parents answer individual questions. The Admissions Office sends invitations to the event to all high school students in our database, but you play a vital role in the planning and execution of the information night. Refer to the Information Night training brief for more detailed information.

Hosting a Meal for Admissions Counselor

If time permits in the counselor’s schedule, try to arrange a dinner with your area-admissions counselor and other key club members (committee and club president) during the visit. This often takes place before or after the information night. This is a good opportunity for the club to learn more about the admissions process and for the admissions counselor to gain a greater appreciation of the club’s activities.



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Office of Undergraduate Admissions

McKenna Hall • Notre Dame, IN 46556-5865
apart.nd.edu • Phone: 574.631.7505 • Fax: 574.631.8865