

College Rep Visit Sign Up Instructions

College Admission representatives visit Sandburg throughout the year. Students can sign up to participate in the event as long as they sign up at least 24 hours prior to the meeting and get teacher permission.

NEW this year - All students will register for college rep visits on [Schoollinks](#)

(Log in with your school google account)



To ensure a seat at the visit- **SIGN UP 24 hours before the visit (directions below)! If you forgot to sign up, attendance will be based on space availability and you MUST have a pass from your teacher.**

- Log in to Schoollinks using your Google Account
- Click "School Events" from your Dashboard
- View the list of Colleges that are visiting Sandburg
- Click on the Visit that you are interested in
- Register for the Event

Please remember:

- **GO DIRECTLY TO THE VISIT.** All visits will take place in the College/Career Room located in the Guidance Office unless otherwise posted.
- By signing up for a college visit, you agree that YOU are responsible for communicating with your teacher BEFORE the visit if you will need to miss class to attend. Teachers may not allow you to make up work that you missed if you do not communicate your absence. Students must be passing the class they will be missing.
- **COME PREPARED to the visit!** Make sure the school offers the course of study you are interested in. Have questions ready. Students must have exemplary behavior when attending visits and treat the college representatives with the utmost respect. Do NOT sign up for college visits just to miss class. This is not a good use of time for both you and the college representative. Violating any of these rules may result in students losing the privilege to attend college visits for the remainder of the semester.

Questions? Email sandburgguidance@gmail.com

Follow @CS_GUIDANCE on Twitter

The screenshot shows the SchoolLinks dashboard in "Student Demo Mode". The top navigation bar is green and includes a home icon, "HOME Dashboard", "Student Demo Mode", "Exit Demo", "Switch User", and a user profile for "Erin Hawes". The left sidebar is green with icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, FINANCES, and PROGRAMS. The main content area is divided into three sections: "Here's what's happening on SchoolLinks", "To Do List", and "School Events". The "School Events" section is currently selected and shows a list of college visits. The "To Do List" section shows a list of tasks, including "Schedule a meeting with your school staff in the 'My Team' tab:", "Cosmetic Surgery Center", "Check out this Internship! Registered Nurse Intern-3 Chicago, IL | 10-25 ml.", "Check out this Internship! Recruiting Coordination Lead Chicago, IL | 10-25 ml.", and "Check out this Scholarship! Population Media Center Video Contest Scholarship Deadline: July 15, 2023".

Date	Time	Rep visit	Location
THU SEP 8	11:27 am-12:14 pm	Rep visit	Purdue University-Main Campus
TUE SEP 13	8:00 am-8:30 am	Rep visit	Saint Ambrose University
TUE SEP 13	2:12 pm-2:45 pm	Rep visit	Xavier University
WED SEP 14	9:30 am-10:00 am	Rep visit	Saint Louis University
TUE SEP 20	8:00 am-8:30 am	Rep visit	Indiana State University
THU SEP 22	11:27 am-12:14 pm	Rep visit	Illinois State University
TUE SEP 27	9:45 am-10:15 am	Rep visit	Arizona State University-Tempe