

## 2011-12 College Day/Night Calendar Primer

Now that the 2011-12 College Day/Night Calendar is available on the IACAC website and is exclusively an online document, we thought it prudent to provide some brief explanation of its various parts and how any future changes/additions/deletions will be posted.

### **Available online to the General Public:**

1. **ICE (Illinois College Exposition) & NACAC programs** – large regional programs that require registration fees. NACAC fair registration is available on the NACAC website at: [www.nacacnet.org](http://www.nacacnet.org); ICE registration will be available on the IACAC website: [www.iacac.org](http://www.iacac.org) on June 1.
2. **City of Chicago programs** – we have listed all fairs taking place in the City of Chicago. November has been identified as CPS Month - in an attempt to increase the number of college representatives able to attend fairs hosted at Chicago Public Schools. We have worked closely with the CPS schools to schedule as many of their programs as possible during the single month of November.
3. **Transfer programs** – the listed community colleges are hosting fairs specifically for their students and have chosen to make these dates public. We list these fairs as a service to our members.

### **Available online with Member Login:**

1. **IACAC-Approved programs** – non-NACAC, non-ICE, non-City of Chicago list of programs that meet the college fair regionalization definition, as approved by the IACAC Executive Board.
2. **The entire 2009-10 College Day/Night Calendar** – comprehensive list of ALL programs, in date order, in an excel format. The ICE/Calendar Committee felt this format could be useful for office planning and staff travel assignment as columns can be added and the spreadsheet can be manipulated once it is saved onto your personal computer.

This calendar should not be interpreted as a blanket invitation to programs listed throughout. ICE fairs will require registration and fees. Non-ICE fairs will formally invite those institutions whose participation they desire. Admission representatives trying to register on-site for programs to which they have **not** been invited to attend may find themselves being turned away.

- **Zone indicates location of program: 1 – North of I-80 (Metro Chicago)**  
**2 – Between I-80 & I-70**  
**3 – South of I-70**

### **A couple of notes:**

1. All lists will be edited to reflect changes and deletions of programs and will be

updated online; changes will be highlighted in yellow. Changes and deletions of programs will be announced via the IACAC Listserv as they occur.

2. Carefully read the Statement of Practices and Courtesies at the end of this document; it spells out the ethical standards of conduct expected of all Illinois ACAC members. Compliance with this statement will ensure that all students, counselors and admission officers will be treated equitably and fairly in the admission process.
3. Questions, concerns, comments about these documents should be directed to: Carin Smith, ICE/Calendar Committee Chairperson  
carin.smith@lawrence.edu

### **Definitions:**

#### **ICE and NACAC Programs:**

Illinois College Expositions (ICE) are programs hosted at community college or college sites, or alternating high school sites; they are planned and implemented by several high schools from the area, along with an on-site director from the host venue. These programs are truly “owned and operated” by the schools that form the ICE Planning Committee. These individuals promote and operate the fair and their students and parents attend the ICE. Colleges and universities pay registration fees for ICE programs. These fees are used to help provide busing to high schools wishing to bus students to an ICE program, to offset some of the costs incurred by the host institution, and to guarantee a certain level of operating quality. ICE registration will be available on the IACAC website on June 1.

NACAC fairs are sponsored throughout the country by our national organization – the National Association for College Admission Counseling. They tend to draw a national group of colleges and universities and are quite large in nature. We have listed, in the calendar, our own Chicago NACAC fair, as well as those occurring in our surrounding states.

#### **IACAC-approved College Day/Night Programs:**

IACAC-Approved programs meet at least one of the following criteria:

1. A program that, at a minimum, accommodates students and parents from two counties, or an entire community college district or from an Illinois state regional school district. Participating schools do not host duplicate programs.
2. A program that is planned and executed by 3 or more schools. Participating schools do not host duplicate programs.
3. A program that is attended by 500 or more students and parents and 100 or more college/university admission representatives.

### **City of Chicago Programs:**

IACAC continues to be aware of the uniqueness of issues surrounding schools located within the City of Chicago and therefore has chosen to list all programs we are aware of taking place within the Chicago City limits

### **IACAC Statement of Practices and Courtesies Involving College Fair Programs**

1. Representative should attend only those college day or night programs to which they have been officially invited. They have the responsibility to promptly accept or decline invitations and to pay any required fees. The IACAC-sponsored Illinois College Exposition (ICE) programs require both advance registration and payment of fees.
2. In selecting institutions for participation in college programs which are coordinated by the ICE/Calendar Committee, space limitations being the exceptional circumstance, all accredited, not-for-profit, two- and four-year colleges and universities should receive consideration for inclusion.
3. Representatives should arrive on time for a program and remain until the end.
4. Promotional giveaways (including raffles and drawings) are strictly prohibited. Only literature pertaining to the college or university is permitted.
5. The use of audio-visual or display materials should be left to the discretion of the host and stated in the invitation. Audio-visual equipment, when permitted, should not interfere with other participants. Displays cannot exceed assigned space or obstruct the view of adjacent participants.
6. Conversations with students and parents are to be conducted in a professional manner. Representatives are asked to remain behind tables, not in the aisles.
7. Institutions will be expected to notify the program sponsor if a representative other than a professional staff member or a faculty member will be attending the scheduled program. In the event an alum or other non-professional representative will be attending a program, it is expected that they will be advised of and follow the guidelines of this document.