



2025 VISIT PLANNING GUIDE FOR HIGH SCHOOL COUNSELLORS

PSBC: POST-SECONDARY BC

PSBC is a collaborative of the student recruitment offices of BC universities, colleges, institutes, and government educational organizations. PSBC exists solely to provide the students, parents and high school Counsellors of BC with information about programs in post-secondary education. Our services are offered at no cost to BC high schools. The program co-ordinates an extensive fall schedule of visits to BC high schools, offering information sessions to assist **Grade 11 and 12 students** – and counsellors – with planning further education, along with a public website (www.postsecondarybc.ca) that provides 24/7 access to detailed information about the programs and services of all 29 member institutions.

ROLE OF THE PSBC PLANNER & KEY TERMS

Several PSBC individual representatives manage the job of planning the schedule each year. **Your planner is clearly identified on the information sent to you by email**, and on www.choosebc.ca, the PSBC Planning website. Your Planner is the key person for you to keep in contact with about your school visit in the fall.

IF YOU ARE NOT THE COUNSELLOR CURRENTLY RESPONSIBLE FOR PLANNING THE POST-SECONDARY VISIT TO YOUR SCHOOL, PLEASE NOTIFY YOUR PSBC PLANNER IMMEDIATELY.

Key Terms In This Document:

PSI – Used throughout document to indicate “post-secondary institution”. PSBC currently has 29 member post-secondary institutions throughout the province. The number of attending PSIs for a school visit will vary, based on which member institutions choose to attend each school visit.

Host School – The host school counsellor is responsible for organizing the school visit and, if necessary, contacting the joiner school(s) involved with the visit to confirm their participation.

Joiner School – The joiner school is responsible for liaising with the host school, arranging their own transportation (if the visit is during the day), and providing students with a schedule for the visit.

TWO IMPORTANT CONDITIONS:

- **PSBC Fall visits to your schools are EXCLUSIVE** – Please do not invite or involve any other institution or organization to participate in our scheduled event.
- **PSBC member institutions are free to choose which visits they want to participate in**, and the expectation is that each member attending a visit will have an equal opportunity to participate.

STEP-BY-STEP FOR PLANNING A SCHOOL VISIT

The following 3 steps outline the process for you to follow when planning the visit at your school.

STEP 1: INITIAL CONTACT

Planner – The Planner responsible for your region will contact you in April to inform you of your region's assigned week and to request information about your visit preferences.

Counsellor – You are responsible for updating your personal and school contact information on the website. You are also responsible for reviewing the plans for your visit, ensuring there are no school conflicts the day of the visit, and contacting any joiner school(s) to provide them with information about the visit.

STEP 2: VISIT FORMATS

Option 1 – Two Presentations and Mini-Fair (this is the preferred format)

- Each attending PSI member will give two 30-minute presentations and then all PSI members relocate to a central area to participate in a mini-fair.
- This format allows for the distribution of detailed information through the presentations and encourages exploration of the full breadth of a student's institutional options at the mini-fair.
- Requirements for this format:
 - Allocate appropriate classrooms (please do not put multiple institutions in the same space at same time)
 - Provide/ensure access to power and a screen or white space for clear projection of information: there is no requirement for schools to provide any other A/V equipment, as recruiters are expected to have their own equipment, including extension cords.
 - Arrange for the required number of tables to be set-up in a central area for the Mini-Fair.
 - Allow for a minimum of 10 minutes after the presentations to allow PSI reps to set-up for the mini-fair.

EXAMPLE OF FORMAT TIMING:

9:00-9:30am – each attending PSI will present for 30-minutes.

9:30-9:35am – student movement between presentations

9:35-10:05am - each attending PSI will present for 30-minutes.

10:05-10:15am – reps move to mini-fair and set-up tables; students move to mini-fair

10:15-11:00am – mini-fair (students should be spaced throughout the allotted time)

Option 2 – Alternate Presentations and Mini-Fair

- It is preferred that all attending PSIs will offer two presentations, but when space is limited, it would be acceptable to have some or all PSIs make only one presentation.
- Some PSIs would only give one presentation but the same room can be used for another PSI to make one presentation; instead of needing 8 presentation spaces, this would allow 8 PSIs to have one presentation each using only 4 presentation spaces.
- Each attending PSI member will give one or two 30-minute presentations and then all PSI members relocate to a central area to participate in a mini-fair.
- Requirements for this format:
 - Allocate appropriate classrooms (counsellor will decide the presentation schedule)
 - Provide/ensure access to power and a screen or white space for clear projection of information: there is no longer any requirement for schools to provide any other A/V equipment, as recruiters are expected to have their own equipment, including extension cords.
 - Arrange for the required number of tables to be set-up in a central area for the mini-fair. Preference is to have mini-fair space available throughout school visit for non-presenting PSI reps.
 - Allow for a minimum of 10 minutes after the presentations to allow PSI reps to set-up for the mini-fair.
 - Suggested timing is the same as Format Option #1.

Example of Alternate Presentation Schedule:

Location	Presentation #1 9:00-9:30am	Presentation #2 9:35-10:05am
Theatre	Columbia University	Harvard University
Library	Yale University	Dartmouth University
Room 201	Cornell University	Brown University
Room 212	Princeton University	University of Pennsylvania

Option 3 – All Mini-Fair

- Each attending PSI will be available to answer questions in an open format.
- This format allows students to circulate the mini-fair and speak with all attending PSI representatives as well as gather materials and ask questions.
- Requirements for this format:
 - You will need to provide an appropriate large area (gym, cafeteria, foyer etc.)
 - A table and chair for each of the attending PSI representatives to set-up their materials.
 - AV materials are not necessary with this format.
 - Students should arrive at the mini-fair in groups, preferably starting with Grade 12, followed by Grade 11. If time and space permits, Grade 10 students are welcome to attend the later portion of the mini-fair.

GUIDELINES FOR PLANNING A SCHOOL VISIT

As you organize a PSBC visit, there are a few guidelines that we ask you to be aware of:

- **PSBC Member Institutions Only** – Please do not invite other institutions or representatives to your school as part of our scheduled visit. Our members invest considerable time and expense into the PSBC program at no cost to the school or students, so we would appreciate it being a day for PSBC members only. You can find a full list of current PSBC member institutions here: <https://www.postsecondarybc.ca/institutions/>
- **Presentation Supervision** - Schools must ensure that a teacher or responsible adult is always in the presentation space for daytime visits. Our representatives do not take any responsibility for student conduct or classroom management.
- **Grade 11 and 12 Students** - Our information sessions are designed for Grade 11 and 12 students. If your school decides on the mini-fair, then students in Grade 10 could be invited to access information and meet with our representatives.
- **Minimum Student Population for Visit** – PSBC requires a minimum student population of 100 students (Grade 11 and Grade 12 combined) to book a visit. Smaller schools can book a joint visit to meet this requirement with one school hosting while others join. If your school is below the requirement, please connect with a planner to inquire about being a joiner school at a neighbouring school.
- **Parent Participation** - You are encouraged to open the sessions to parents. Please advertise appropriately so parents who want to attend are aware of the date and time of the visit.

YOUR PLANNER: Please contact your individual school Planner at any time with questions regarding your visit. If you need to make changes to the time or date of your visit, notify the planner ASAP. Once the visit details have been finalized (3 weeks prior to your scheduled date), please DO NOT contact the individual representatives if you have last minute changes- all changes must be conducted through your assigned planner.

PSBC Counsellor Page on our PSBC website: <https://www.postsecondarybc.ca/for-counsellors/>

- **Visit Resources are posted here to download, plus a login LINK to the Planning Website**

ChooseBC website – The Planning Website: <https://choosebc.ca/> This is the primary tool that provides you with the details regarding your school visit and allows you to update information about your school.

- **New counsellor or new to PSBC planning** – please ask your Planner to add you to the website.
- **Forgot your username** – use your school email address.
- **Forgot your password** – click on “forgot your password?” and follow prompts.
- **Updating Your Information** – once you log in, click on your email in the top right corner
- **Need Help ?** Email postsecondarybc@gmail.com

PSBC is here to assist you in helping students better understand the many options now available to them in our public post-secondary education system. Thank you for all the support you give your students and for inviting PSBC to visit your school and students. We look forward to seeing you in the Fall!