Email suggestions for making an appointment with a 4-year college/university:
1) Keep it brief.
2) Explain where you are currently attending and how many credits you have completed.
3) Ask to make an appointment and provide your availability for the next 2 weeks.
4) Tell them that you are “looking forward to learning more about their college/university.”
5) In three days, if you haven’t heard anything: Follow-up with a phone call and have the same information handy.

Questions that might be helpful to ask a 4-yr college/university:
1) What majors and minors do you offer for students planning to teach K-12? What licensure tracks (e.g. elementary, secondary) do you offer?
2) How many of my courses will count as direct transfers? How many will count as electives?
3) For my prospective Education classes, will I need to take any in a sequence? Which ones are the pre-requisites?
4) Approximately, how long will it take for me to complete this Education program?
5) Can you assist me with creating a draft program plan?
6) How much does it cost, per credit hour, to attend? How many credits will I need to still complete?
7) Do you have any scholarships available? Whom should I contact about financial assistance options?
8) In what format do you offer courses (face-to-face, hybrid, online, weekends, evening)?
9) Do you have a club for Education students so I can meet other people in the program? Can I visit an Education class?
10) If I have further questions, whom should I contact?

Other questions:

Questions? Please contact Heather Bandeen, Ph.D., Inver Hills Community College, hbandee@inverhills.edu