



Campus Visit Program Guidelines & Expectations

In order to best serve your group during your visit to the University of Wisconsin La Crosse...

We ask that you read, follow, and share this information with your chaperones and students. Thank you.

- ❑ **Carefully review your Campus Visit Confirmation email ASAP.**
 - If you notice a discrepancy on your confirmation, please contact _____ as soon as possible.
- ❑ **Please be early!**
 - Please plan to arrive at least 15-30 minutes prior to the start of your visit. This will allow time for parking, unloading, a bathroom & water break, and time to arrive at your first campus activity on time. A student/faculty/staff guide will greet you upon your arrival.
 - We have customized your itinerary based upon your planned arrival time. *If you are running late, please call our office ASAP@_____*
 - Our staff will try to accommodate day-of-visit modifications to the best of our ability but arriving late to campus by 25 minutes or more will impact your itinerary. This is since we cannot guarantee campus venues and/or student/faculty guides will be available to accommodate unanticipated changes in your schedule.
- ❑ **If you must cancel, please do so ahead of time.**
 - Please cancel at least two weeks prior to, but no later than 72 hours before, your reserved date.
 - *If a cancellation must be made on the day of your visit, please call our office ASAP @_____ and email (insert name and email)_____.*
- ❑ **Meet your tour guides or campus host at the location listed on your itinerary.**
 - Tour guides and campus staff are instructed to meet groups at a designated location. If you have questions regarding locations, directions, etc. please contact _____.
- ❑ **Day-of-Visit contact (group’s lead coordinator/teacher/chaperone(s)) Responsibilities:**
 - The group’s lead contact will provide a Day-of-Visit cell phone number during the planning process and will carry this phone during the visit. Please notify our office if this person or phone number changes.
 - The lead chaperone will communicate the following “student guidelines” to their students:
 - Wear comfortable walking shoes & be prepared/dress for the weather as tours occur rain or shine
 - Visitors are expected to conduct themselves in a courteous and respectful manner.
 - Visitors will use a voice level that is appropriate while inside campus buildings.
 - Visitors will not leave the group or chaperone(s) at any time during the visit.
 - Visitors will not use electronic devices during tours, presentation, or sessions.
 - Visitors and groups that are deemed unruly or unmanageable by the campus staff will be asked to change their behavior. If the visitor or group continues their behavior, the presentation, tour, or entire visit will end.
 - Listen, prepare, and ask questions, learn, and enjoy! We are so happy you will be visiting UW- La Crosse’s _____department/club/organization!
- ❑ **Chaperone Responsibilities:**
 - We recommend 1 adult chaperone for every 10 elementary or middle school/junior high students and 1 chaperone for every 20 high school students. Please have your groups organized before arriving to campus.
 - *All adult chaperones/group leaders should have a copy of the campus visit confirmation/itinerary.*
 - Chaperones must actively engage in sessions and supervise students at all times. The group acknowledges that UW La Crosse will not assume responsibility for the custody, control, and care of minors at any point during the event/activity.
- ❑ **Acknowledgment:**
 - **By signing in this section, I acknowledge and attest that I have:**
 - **Reviewed this document and agree to abide by its terms and/or any additional addendum added based on the activity.**
 - **The group acknowledges that UW La Crosse will not assume responsibility for the custody, control, and care of minors at any point during the event/activity.**

Print Name: _____

Signature: _____

Today’s date: _____

Campus Contact Information (CCI)

CCI Office Name and Phone: _____

CCI Office Phone: (____) _____

Campus Parking Information: *(608) 785-8061 & [Campus map](#)

We look forward to your visit!

