

GROUP VISITATION GUIDELINES

We're happy to host your group for a visit to our campus. Before we do so, please a moment to review our Group Visitation Guidelines. In order to provide you the best possible visit experience, we ask that you and your group adhere to the following guidelines:

- **Advanced Scheduling:** Please contact us at least two weeks before your visit. We will do our best to accommodate your date request; however, due to other campus events we ask that you give us three options.
- **Come prepared:** Campus tours will include a substantial amount of walking. Please encourage your students to dress according to weather conditions and wear comfortable shoes. *Please notify us in advance if any member of your group requires a wheelchair or other accomodation.
- **Arrive on time:** Punctuality is very important to our office and student staff. Please realize our tour guides' schedules are fixed, and their availability is limited, so in the event of a late arrival (more than 20 minutes), your tour may be modified or canceled.
- **Chaperones:** 1 chaperone for every 10 students is a requirement for visiting SUNY Cortland. Chaperones are expected to provide structure and discipline when needed so the presenters may get the students the information about the campus. It is not the responsibility of our student tour guide to discipline your students. If behavior becomes an issue on tour, your group will be escorted back to your bus before the conclusion of your visit.
- **Code of Conduct:** Visitors are expected to be well behaved and respect the campus property and the presenters. Visitors will be going into academic buildings, residence halls, and dining facilities where students will be carrying out their daily activities. Visitors need to respect the property of students and the areas they are visiting. Students will be escorted back to their bus before the conclusion of the visit if this policy is not adhered to. In addition, your school will not be allowed to visit the campus the following year.
- **Cancellation:** If for any reason you need to cancel your visit, it is essential that you give at least three days' notice.

Chaperone/Coordinator Signature: _____

Date: _____

Please email/fax your signed agreement to: Jessica.zito@cortland.edu; 607-753-5998

All Group Visit/Bus Trip Coordinators should forward a copy of these guidelines to the school