

Diversity Recruitment Office
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Louisville, KY 40292
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OYES Group Visit Expectations

Thank you for your interest in visiting the University of Louisville. In order to offer your group with an engaging experience, we ask to adhere to the following guidelines:

Reservations

Reservations must be made at least two (2) weeks in advance. We limit the size of the group to a maximum of sixty (60) students and require one adult chaperone for every 10 students. **The chaperone is responsible for the behavior of the students while they are guests on our campus.**

Group visits are contingent upon tour guides, admissions staff and room availability. A confirmation email with agenda will be sent to you prior to your visit.

Program

Your visit can include any of the following, of your choice: tour of campus, student panel, admissions presentation, and/or lunch with a student. Larger groups will be divided into smaller tour groups. We ask your group to be respectful to the university, its students, faculty, and staff. **If at any time your group is deemed unruly or disrespectful, the visit will end and could possibly limit future visits for your organization.**

If lunch is desired, the university will distribute meal vouchers to the chaperone in charge. It is at your discretion when to disperse the meal vouchers to the group. There is a set amount (\$8.00) listed on the voucher; if anyone (student or chaperone) exceeds this amount, said person is responsible for paying the amount past the initial \$8.00. Second, if the vouchers are lost between university disbursement and chaperone disbursement, the university will not re-issue additional vouchers. **Please make sure to inform everyone that they must write their name on the reverse side of the voucher in order for it to be used.** The voucher can be used at the following locations: Global Market, Mein Bowl, Wendy's, Subway, Papa Johns, Chick Fil-A, Tsunami Sushi, Seasons Soup and Salad Bar, Freshens Smoothie Company, Quick Zone Convenience Store. Third, meal vouchers are good for one location; you will not be able to use them for different food options.

Prior to Visit

If a campus tour is desired, please encourage students to wear comfortable clothing, shoes, and to dress appropriately for the weather. We ask that you review the behavioral expectations with students and chaperones prior to arriving on campus, as well as remind them to silence all cell phones. **Lastly, we ask for students to come prepared with questions so they are able to make the most of their visit. (See the Diverse Student Visit Opportunities website of a list of example questions.)**

Cancellation

Please arrive on time. If you are running late, please call Aria Higgins at cell, (502) 553-2645, or office, (502) 852-7538. Some activities may be cancelled or shortened due to a late arrival. If you need to cancel your visit, please notify Aria Higgins at least two (2) days in advance by calling (502) 852-4954.

I understand and agree to the conditions and expectations explained and accept full responsibility for my group's visit to U of L. _____ assumes full financial responsibility for damage or destruction of property during this campus visit.

Group Coordinator/Counselor/Teacher

Date

Principal/Director

Date