



OYES Group Visit & Chaperone 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. Group visits are contingent upon availability of tour guides and admissions staff, as well as room availability. A confirmation email will be sent 3-5 business days after the request has been submitted and a reminder email, with agenda, will be sent to you prior to your visit.

Chaperones

We do not limit the size of the group but we do 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, including but not limited to keeping the group focused, quiet and in an orderly fashion. Should a group arrive without adequate chaperones, this will highly effect the campus visit experience.

We ask that you review the behavioral expectations with students and additional chaperones prior to arriving on campus, as well as remind them to silence all cell phones. In addition, we ask students to come prepared with questions so they are able to make the most of their visit.

Timely Arrival & Cancellation Policy

Louisville is in the Eastern Time Zone. Please arrive on time. If your group arrives up to 20 minutes late, the visit will be abbreviated. If your group arrives more than 20 minutes late, the visit will be abbreviated but an admissions presentation will occur. If you are running late, please contact Aria Higgins in the Office of Admissions (502-852-4954) with the expected time of arrival.

If it is necessary to cancel the visit, please notify Aria Higgins as least two (2) days in advance of the scheduled visit.

Weather

The campus visit will include a substantial amount of walking. Please encourage each student/guest to dress appropriately (comfortable clothing and shoes). Tours continue despite rain or snow, and each guest is expected to bring any weather gear they deem necessary (umbrellas, jackets, etc.), and will be responsible for said belongings. (The university is not at liberty to provide weather gear for groups or visitors.)

In the event the University is closed, the Admissions Office will also be closed and the group visit cancelled.

Program

Your visit can include any of the following, of your choice: tour of campus, student panel, admissions presentation, and/or lunch with student volunteers. 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 provide meal vouchers to the group (dependent upon receiving a complete OYES Participant List with requested student information 48 hours PRIOR to the visit).

The meal voucher system will be explained upon your group's arrival to campus. Please allow extra time prior to the start of your visit for this time of explanation, so it does not interfere with the actual visit program.

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