



# UC SANTA CRUZ

## Campus Visits Program Policy and Procedure

In order to provide your group with the best campus visit possible, we ask that your group adhere to the following guidelines while visiting UC Santa Cruz.

**To confirm your visit, you must sign and fax these two sheets to the Campus Visits Office: (831) 459-4452**

- It is required that there be at least one staff chaperone for every 20 students in your group.
- At least one group chaperone needs a cell phone for the day of the visit.
- Your final group size must match the group size on the enclosed itinerary.
- Please provide our office with your lunch details if your group is eating on campus. 831-459-4118.
- Please read your bus information carefully. Buses may only park in the Barn Theater Parking lot.
- The Campus Visits Office needs to receive all forms prior to your arrival.
- Please bring each student's emergency medical information. Provide copies to each chaperone.
- For disability-related needs, please notify our office at least two weeks prior to your visit in order for us to prepare.

### Arrive on time

- **If your group is more than 15 minutes late and you have scheduled an Admissions Presentation, your Admissions Presentation will be canceled. If any group is more than 45 minutes late, the entire tour will be canceled.** Remember, the tour lasts approximately 90 minutes.
- **If your group is running late, call us at (831) 459-4118 or (831) 459-2678.**
- You must check in at the agreed location as indicated on your itinerary. That is where your Student Life and University Guides (SLUGs) will be waiting for you.

### Check-in

- **If you are bringing a bus, please park your bus in the Barn Theater Parking Lot, which is the first immediate left after crossing the intersection of Bay St. and High St.** Please send one representative into the Cook House to meet with your guide. The parking lot is indicated on the enclosed map.
- **Your group must park in the Barn Theater Parking lot.** Be sure to provide your bus driver with the enclosed maps before you arrive for your tour. **If your bus drives up into the campus before meeting your tour guide, causing your tour to arrive late, there is the possibility of canceling any scheduled presentations and possibly the entire tour.**
- Please keep all students on the bus because we will be using your bus to transport your group to the start location, which is not the Barn Theatre.
- If your group is having a presentation at the Cook House, your bus will need to wait in the Barn Theater Parking lot to transport your students and guides to campus after the presentation.

### Parking

- If you are traveling by bus, you may only park in the Barn Theater Parking Lot, unless instructed otherwise.

### Pick-up and Drop-off

- Please have your group board and depart the bus quickly. Buses can only be at a pick-up or drop-off location for a maximum of ten minutes.
- **The university has only approved certain locations for bus pick-up and drop-off. Please do not change pick-up and drop-off locations.**
- In the event that pick-up and drop-off locations need to be changed, these changes will only be made at the discretion of the Campus Visits Office.

### Itinerary

- Please be sure that all chaperones and staff have read, understood, and will follow the itinerary on the day of the visit.
- **Any major changes to the itinerary must be made through the Campus Visits Office at least two weeks prior to the visit.**
- Any changes or additions to the itinerary made the day of the visit will **not** be accommodated, e.g., additional students, additional vehicles, lunch on campus not previously confirmed, et

### Other Arrangements

- If your group is having lunch on campus, please confirm plans with both University Dining Services and the Campus Visits Office.
- If you are eating lunch in a dining hall, please confirm the method of payment with University Dining Services-- nferris@ucsc.edu
- If you have set up any other presentations, classroom visits, etc. for your group, you must inform the Campus Visits Office no later than a week prior to your visit.

### Please advise your group

- **Your group is a guest of the university. Please be respectful of the campus, staff, and the Student Life and University Guides.**
- Chaperones must be with the group at all times.
- Guides will be giving information about our campus. The behavior of the group is the chaperone's responsibility.
- The tour will take place rain or shine. Please plan accordingly.
- Dress comfortably. Wear comfortable walking shoes and layered clothing.
- Let your students know they will be walking for an hour and thirty minutes and that the route is hilly and can be strenuous.
- Skateboards are not allowed on campus.

### We strongly recommend

- Bring your entire confirmation packet with you on the day of the visit.
- **Discussing the map and parking instructions with your bus driver prior to your tour.**
- Make extra copies of the tour itinerary for the chaperones.
- Bring water bottles for your group.
- Bring more than one cell phone for the group.

*This information is provided for you primarily as a reference for any questions that you may have about your visit. By signing below<sup>1</sup>, you are indicating that you, your staff, and your students understand and will follow all guidelines listed above. In return, our office is committed to providing you with an informative guided tour of our campus. Both the Office of Admissions and the Student Life and University Guides are committed to outreach efforts, and we hope that this will be the beginning of a long-term partnership between your program and the University of California, Santa Cruz.*

Group Coordinator name (Print) \_\_\_\_\_

Group Coordinator Signature \_\_\_\_\_

School Name \_\_\_\_\_

Tour Date \_\_\_\_\_

<sup>1</sup> Return to us via fax: signed copies of the *Campus Visit Confirmation & Itinerary* form and the second page of the *Policy & Procedure* form.

