GROUP VISIT GUIDELINES

Thank you for your interest in visiting the University of Colorado Colorado Springs! In order to provide the best experience for everybody in your group and our office, we ask that you follow these guidelines:

**Timely Arrival**

Please arrive at least 10 minutes before the start of your visit. If you are running late, contact Ariadna Coffman at 719-255-3038 right away, so we can attempt to adjust your visit itinerary. Please realize that university representatives’ schedules are limited, so in the event of a late arrival, activities may be shortened or cancelled.

**Visit Preparation**

The visit will include a substantial amount of walking. Please encourage all students to wear comfortable clothing and shoes.

Participants should be prepared to learn about college and the opportunities available to them at UCCS. Advise students to turn off cell phones and/or other electronic devices during the entire visit, and for those chewing gum, to NOT blow bubbles during the presentation.

**Reciprocal Respect**

We welcome your school to our campus! Please ensure your school’s participants show the same respect to the university and its students, faculty, and staff. Failure to do so may result in early conclusion of the visit and limited availability for future visits by your school.

**Group Ratio**

Please provide an adequate number of chaperones. Chaperones will be required to accompany the group at all times during the visit. A recommended ratio by age group is as follows:

- Elementary and Middle School: 1 adult: 10 students
- High School: 1 adult: 15 students

**Cancellation Notice**

If you need to cancel your visit, please contact Ariadna Coffman at least 48 hours in advance. Thank you.

Ariadna Coffman (719) 255-3038

Office of Student Recruitment (719) 255-3084