

UNIVERSITY OF
NORTHERN COLORADO

Office of Admissions

Group Visit Policies

Thank you for taking the time to bring your group to the University of Northern Colorado. In order to best coordinate your visit to UNC, please respect and adhere to the following policies

UNC Group Visit Contact

Evan Lewis, Coordinator of Campus Visits
evan.lewis@unco.edu
970-351-1868

Tour Size and Ratio

Groups are limited to 100 students per visit, but we recommend a group size of 15 to 60 students.

Availability is based on campus resources. One chaperone for every 15 students is required.

Timely Arrival

Please make every effort possible to arrive early for your visit. Our tour guides are all current UNC students and may not be available beyond the scheduled time. Late arrivals will result in the adjustment of your schedule or the elimination of scheduled activities.

If you are running late, please contact the Coordinator of Campus Visits immediately, so we can attempt to adjust your visit schedule.

Cancellation or Schedule Change

Please notify the Coordinator of Campus Visits of any changes to your visit including the number of people attending, times of arrival or departure, or if you are canceling at least 48 hours in advance.

Appropriate Dress

Please remind students that this is a **90-minute outside walking tour** and should wear appropriate footwear and outerwear.

Lunch

If you would like to take advantage of our discounted \$5 lunch option at one of our dining halls, please request lunch be added to your schedule. If lunch is included in your schedule, you will be provided \$5 lunch coupons by your tour guide. The dining halls offer a variety of food options and are buffet-style. The \$5 lunch option is not available for group visits with a scheduled starting time after 11:00 AM due to dining hall hours of operation.

Schools with 50% or more of their students on free/reduced lunch may qualify to have their meals provided by UNC. Meals are limited and will be granted on a first come first serve basis per semester. Requests must be submitted to the Coordinator of Campus Visits in order to receive approval.

Respect

Keep in mind that as an institute of higher education, our campus and community should be treated with respect. Please remind students to be polite and considerate to their presenters and tour guides. Our tour guides reserve the right to end a tour at any point due to inappropriate behavior. In an effort to create the best experience for all, we request that all guests turn off cell phones prior to their arrival on campus. Groups are not permitted to use any electronic devices during UNC presentations or while on tour.

**In the event of inclement weather your scheduled tour may be canceled. The Coordinator of Campus Visits will notify you in the event of inclement weather.*