

SUNY Cortland Group Visit Guidelines

In order to best facilitate your visit, we ask that you and your group follow these guidelines:

Registration: Please contact us at least two weeks before your visit. We will do our best to accommodate your date request; however, due to other campus events we ask that you give us at least one 2nd choice date/time.

Preparation: Campus tours will include a substantial amount of walking. Please encourage your students to dress according to the weather (including comfortable footwear.)

Arrival: Punctuality is very important to our office and student staff. Please realize our tour guides' schedules are limited, so in the event of a late arrival, your tour may be modified or canceled if more than 20 minutes late.

Supervision: One chaperone for every 10 students is a requirement for visiting SUNY Cortland. Chaperones are expected to provide structure and discipline when needed so the presenters may get the students the information about the campus. It is not the responsibility of the student tour guide to discipline your students. In addition, we require the contact information of at least one chaperone visiting in the event that we need to contact the group on the day of the visit.

Cancellation: If you need to cancel your visit, it is essential that you give at least three days notice.

Behavior: All visitors are expected to be well-behaved and respect the campus property and the presenters/tour guides. Visitors will be going into academic buildings, residence halls, and dining facilities where students will be carrying out their daily activities. Visitors need to respect the property of students and the areas they are visiting.

**If behavior becomes an issue on tour, your group will be escorted back to your bus before the conclusion of your visit. In addition, your school will not be allowed to visit the campus the following year.*

