

Dare to be first.



GROUP VISIT GUIDELINES

Thank you for your interest in visiting the University of Delaware. Group visits are designed to meet the needs of groups of 15 or more guests. The admissions office welcomes your group, however due to the popularity of group visit requests we may not be able to accommodate all group requests. Please read the following list of conditions and expectations before you submit the Group Visit Request Form:

- ◆ The University of Delaware Admissions Office offers two types of group visits:

Type A - Campus Tour Only (sixty minutes total)

The walking tour of campus lasts approximately sixty minutes and is led by a current student. The walking tour of campus may include entry into a classroom building, the library and two student centers.

Type B - Admissions Presentation and Campus Tour (ninety minutes total)

When possible, a 30-minute admissions presentation is conducted by an admissions officer or a student admissions officer. This presentation focuses on the University, the admissions process and requirements, and a brief question and answer period. Standard admissions literature is also distributed to students.

The walking campus tour immediately follows the presentation and lasts approximately sixty minutes and is led by a current student. The campus tour may include entry into a classroom building, the library and two student centers.

- ◆ Priority is given to groups who consist of **four-year college-bound** high school students (ages 14-18) who are considering the University of Delaware. Groups of middle-school aged students will be considered for a visit, but priority will be given to groups from the State of Delaware.
- ◆ **All groups must be accompanied by at least one adult chaperone per fifteen visitors.** All chaperones must remain with the group at all times including the entire campus tour. Group chaperones, not the student tour guides, are responsible for the behavior of their students while they are guests on our campus. Tour guides have the authority to end a campus tour if student(s) behave inappropriately.
- ◆ Group visits are available **weekdays only** from 9:00 AM to 2:00 PM. When choosing your arrival time, we ask that you plan accordingly so that you may arrive on time. Arriving late may cause your group to miss all or part of the presentation and/or your campus tour.
- ◆ Group visits are contingent upon the availability of room space, admissions staff, and tour guides. In order to be considered for a visit, please complete and **return the following Group Visit Request Form at least 30 days in advance of your desired date.**
- ◆ No group visit request is considered unless a completed Group Visit Request Form is received. **No visit request is ever guaranteed in advance and is only officially confirmed upon receipt of a written confirmation letter from the admissions office. If you wish to cancel your visit, after**

receiving a confirmation, you must contact Heidi Mulherin (heidim@udel.edu) in writing *at least 48 hours prior to your scheduled visit.*

- ◆ Due to admissions staff commitments, on-campus events, or times of high visitor volume, there are certain time periods when group visits are not available. These instances may include, but are not limited to, the following:
 - ◆ Religious or national holidays resulting in no school, and leading to high visitor volume (i.e. Rosh Hashanah, Columbus Day, Veteran's Day, Martin Luther King Day, Presidents' Day, **Easter, Passover**)
 - ◆ **UD's Spring Break** (last week in March 2012 & 2013)
 - ◆ On-campus programming events, which take place from mid-March through April
- ◆ Although we may suggest a dining facility for your group, payment for meals is at your own expense which is approximately \$10 per person.
- ◆ On the day of your visit, please provide a cell phone number of the accompanying group leader so that we may contact him/her if necessary.
- ◆ Please submit a profile of your school or organization with the completed **Group Visit Request Form**.

If your group fits within the above parameters and you agree to the conditions and expectations, please proceed and complete to the **Group Visit Request Form** on the next page.

Group Visit Request Form

I understand and agree to the conditions and expectations of the **Group Visit Guidelines** presented on the previous page. I acknowledge that my request is only guaranteed after receiving written verification by a University of Delaware representative.

Contact Signature _____ Date _____

Group Contact Name: _____ E-mail: _____

Telephone: _____ Fax: _____ Cell Phone: _____
(please print)

Group Name/School: _____ Age range of group: _____

Mailing address: _____

City: _____ State: _____ Zip Code: _____

Requested Date(s):

First Choice: _____ Second Choice: _____

Campus Arrival Time: _____ Campus Departure Time: _____

Size of Group: _____ # of Chaperones: _____ Mode of Transportation: _____

Type of Visit: A. Campus Tour Only ____ B. Admissions Presentation and Tour ____

Purpose of Visit: (what do you hope to gain) _____

Brief Description of Group (**please attach profile**): _____

Comments/Special Requests: _____

Please return form to:
University of Delaware
Admissions Office
Newark, DE 19716
Attn: Heidi Mulherin
Email: heidim@udel.edu
Fax# 302-831-6905

Thank you for your interest in the University of Delaware!