Thank you for the opportunity to introduce your group to Colorado State University!
In order to best coordinate your visit to CSU, we ask that you respect the following guidelines:

**Timely Arrival**
Arriving on time is vital. If you are running late, please contact the Group Visit Coordinator Suzie Duarte (office: 970-491-3757) immediately so she can attempt to adjust your visit itinerary. Please realize that facility and university representative schedules are limited, so in the event of a late arrival, timed activities will likely be adjusted.

**Group Ratio**
Please provide an adequate number of chaperones. Chaperones will be required to accompany the group at all times during the visit. Our required ratio for group visits is 1 adult: 15 students. We train our Admissions Ambassadors so they can provide you with an excellent visit. Admissions Ambassadors are responsible for providing campus tours, not for controlling the behavior of visiting students. If students become too disruptive on a tour, the Ambassadors are authorized to end the tour immediately.

**Appropriate Dress**
The visit will include a substantial amount of walking and majority of the time will be spent outside. Check the weather report before your visit and encourage all students to wear comfortable clothing and shoes. Participants should be well prepared to learn about the college selection process and the opportunities available to them at CSU. Students should understand the professional academic atmosphere of the campus and be prepared to represent their school positively at all times.

**Reciprocal Respect**
We welcome your organization to our campus! Colorado State University, first and foremost, is an educational institution. Please ensure your organization’s participants show respect to the university and its students, faculty, and staff. Failure to do so can result in early conclusion of the visit and limited availability for future visits by your organization. Please direct your students and chaperones to turn off all cell phones prior to arriving on campus so that they do not miss any of the exciting information we have to share with them. Groups are not permitted to use any electronic devices during a campus information session or tour (e.g., cell phones, iPods, etc).

**Lunch**
Groups who are planning to have lunch while on campus are expected to display the same behavior in CSU dining facilities that they would display in their own school cafeterias. This includes refraining from running, yelling, or cutting in line. After getting food, it is appropriate to sit at a table to eat while remaining considerate of staff and current college students carrying out their daily activities. Additionally, individuals need to clear their table by taking dishes and trash to the dish return before departing.

**Cancellation Notice**
If you find it necessary to cancel your visit, we appreciate that you give at least two (2) days’ notice. If you have any questions or concerns, please contact the Group Visit Coordinator, Suzie Duarte at (970) 491-3757 or suzie.duarte@colostate.edu.