

# Willamette University

## Office of Undergraduate Admission Group Visits

The Office of Undergraduate Admission is pleased to host visits of high school-age or older students as part of a trip sponsored by their high school, community college, community-based or non-profit organization. Our goal in hosting groups of this nature is to provide students, particularly those who may otherwise not be able, an opportunity to visit Willamette in a structured manner.

As undergraduate enrollment serves as the primary revenue source for the university, and with limited human resources, group visits are offered within the policies and expectations noted below. It is our goal to serve as many students as possible through individual and group visits within the structure outlined below.

### Group Visit Policies and Expectations

#### In-Person Group Visit Policies

- All groups are required to have a minimum of one chaperone for every 15 students. Chaperones are expected to monitor student behavior for the duration of the visit, including in the Office of Admission, during the campus tour and in any other campus spaces, for example, during lunch in the dining hall.
- Visit itineraries are contingent upon the availability of staff and space, including student ambassadors, professional admission staff, campus partners, and classroom/meeting space. Our student ambassadors are current students and their schedules are built around their classes and other areas of involvement. We will not ask, nor permit, a student employee to miss class or other required activities in order to work, including for a group visit.
- All students must have started grade 9 or higher. The Office of Admission is unable to accommodate visits for students in elementary or middle school.
- While visits primarily consist of an admission presentation and campus tour, the Office of Admission can request presentations from campus partners. Please note those requests on your request form for discussion during your initial conversation with the Visit Team. Do not contact campus partners/departments directly. Requests must be made through the Office of Admission.
- You must notify the Office of Admission with any changes to your visit at least 48 hours in advance. Changes in number of people attending, as well as times of start or end, may affect presentations and tours offered.

## Group Visit Expectations

- The lead chaperone will be provided a link in advance for students to register for the event and provide their information. Information collected includes bio demographics, academic and co-curricular interests that are helpful in our further recruitment of the students.
- It is imperative that your group arrive at the specified check-in time. If your group arrives late, your visit itinerary may be changed at our discretion.
- Chaperones must be present at all times during the visit to monitor the behavior of students.
- We ask that behavioral expectations are set with students prior to arrival on campus. Students should be respectful toward all staff, including student ambassadors, as well as the university, campus and members of our community. This includes, but is not limited to, asking appropriate questions, using appropriate language, being attentive and awake and not utilizing electronic devices. Our campus is a place of learning, a space for living and an employer to many. Student ambassadors and professional staff have the right to request an individual student leave the tour/presentation or to end the visit at any time due to inappropriate behavior.
- Failure to abide by these policies may affect future visits from your school or organization.

## Chaperone Information

Being a chaperone is a great way to enjoy a visit to Willamette University, but it is also an important responsibility. As a chaperone, you will have the opportunity to help us make your group's visit a fun, memorable and educationally rewarding experience.

Your role as a chaperone is crucial over the entire course of your group's visit to the Willamette campus. Teachers and chaperones set the standard for behavior by remaining with their groups at all times, and by maintaining responsibility for the courtesy and good conduct of their students. Below is some information that should help you make your trip a smooth, enjoyable and informative one.

### **The role of the chaperone is to:**

- Arrive with the group on time.
- Encourage students to ask questions and/or provide them with an educational worksheet.
- Keep the group together and stay with the students at all times - this includes during the tour. You are responsible for the behavior of the students you are chaperoning, regardless of age.

### **Students should:**

- Stay together and remain with the tour guide.
- Respect the tour guides by listening attentively and cooperating with all instructions. Guides love their jobs and want to share their knowledge.
- Ask the guide questions.

### **What else do I need to know?**

- We require that you have *at least* (1) one adult chaperone for every 15 students.
- The Office of Admission is not equipped with sufficient bathrooms to accommodate large groups. Visiting groups should use the restrooms located in the University Center (located directly across from the Office of Admission). Visitors should allow time prior to the beginning of the visit to use the facilities.
- Our walking tour takes approximately one hour and takes place in all weather conditions. Participants are encouraged to wear comfortable shoes and to bring clothing appropriate for the elements.
- Some accommodations may be made for visitors with disabilities. If this includes members of your group, please discuss necessary accommodations during your initial conversation with a member of the Visit Team.