

Group Tour Request Form

General Information:

Name of High School or College Prep Program:

Grades of Students Attending*:

**Group participants are limited to high school juniors and/or seniors during August - December and high school sophomores, juniors and/or seniors during January - May*

Number of Students Attending*:

**Group size cannot exceed 45 students*

Contact Person (Name/Title):

Contact Email:

Contact Phone:

Desired Tour*:

Campus Tour (approximately 60 minutes)

Campus Tour & Information Session (approximately 90 minutes)

Desired Date and Time of Tour*:

**Dunwoody Group Tour hours must fall between 9:00 a.m. and 2:00 p.m., Monday - Friday. While we will do our best to accommodate your first choice, please list two alternate dates below. Please note we require a 30 day notice when scheduling a tour and a 48 hour notice of any cancellations or modifications to the arranged time.*

Priority Date:

Time:

1st Alternate Date:

Time:

2nd Alternate Date:

Time:

Additional Requests: (e.g., lunch arrangements, specific departments to be toured, etc.)

Expectations & Policies for Group Tours

The Admissions Staff at Dunwoody College of Technology is pleased to host your group on our campus. It is our goal to plan an informative visit so that you and your students can see what Dunwoody has to offer. During your visit, your group will meet many individuals who are giving their time to assist in making your group visit worthwhile. To ensure that you and your students have a fun and productive visit, please read the following expectations that we have of our visitors:

General Expectations:

- We expect 48 hours notice of a canceled group visit. It is important that we can notify the staff and offices working on your visit of such a cancellation.
- We ask that you arrive early enough to get parked and checked in so that we are ready to go at your scheduled time.

Chaperone Expectations:

- We expect 1 chaperone for every 8 students.
- We expect the chaperones to stay with the students during the entire visit.
- We expect chaperones to cover appropriate behavior with their students prior to visiting campus.
- We expect chaperones to address any inappropriate behavior by their students immediately.

Student Expectations:

- We expect students to stay with the Tour Guide at all times.
- We expect students to turn off their cell phones during the campus visit.
- We expect that students will not use ear buds to listen to music during the campus visit.
- We expect students to listen and be respectful of everyone they encounter.

By checking this box:

- a. I acknowledge that I have read and agree to the terms of the campus visit as described above.
- b. I understand that if I am not personally attending this event, I am responsible for sharing this information with an attending chaperone.

Name:

Date:

Please send your completed form via email, fax or mail to:

Dunwoody College of Technology: Admissions

818 Dunwoody Blvd.

Minneapolis, MN 55403

Phone: 612-374-5800 | **Fax:** 612-677-3131 | **Email:** admissions@dunwoody.edu

You will receive a confirmation email that includes your itinerary, directions to the College and parking instructions. Please note the itinerary cannot be changed as reservations and schedules are based upon it.

We look forward to meeting you and your students at your upcoming campus visit, and hope that your students have a great introduction to the many programs and benefits of being a college student at Dunwoody College of Technology!