

Guidelines for Group Visits

- Our Group Visit program can accommodate one group per day.
- We require at least a 2-week advance notice for all Group Visits requests which must be submitted in writing. Once a visit date is established, groups will receive a confirmation in writing. Please note: your group is not confirmed until you have received a confirmation packet.
- The Group Visit request should include all relevant contact information: contact person, school or agency name, address, email, phone and fax numbers, number of students, types of students (i.e. juniors, seniors, etc.) and how many chaperones will accompany them.
- All visiting students should be of appropriate college-bound age and have a serious desire to tour the campus.
- When you visit, we require 1 chaperone for every 10 students visiting.
- Chaperones are expected to review the ground rules with the students before they arrive and to assist with compliance during their visit.
- A 48-hour notice is requested for all cancellations.
- Groups anticipating arrival on campus later than the original reservation may be asked to change your confirmed itinerary.
- Due to budget restrictions, we are unable to provide refreshments for visiting groups. If you have indicated a preference for lunch or dinner, you will be provided with a form from our Campus Dining Services Offices, or you can contact them directly if you are interested in visiting our on campus dining facilities by calling (315) 684-6076.

Our [Group Reservation Form](#) can be downloaded, completed and mailed or faxed to our office for consideration.

Ground Rules

- Students should speak in an appropriate tone for a business environment when arriving on campus.
- During the presentation and tour, it is expected that all electronics are turned off; this includes cell phones, iPods, video games, etc.
- Talking out of turn, or side conversations are not permitted when college representatives are speaking during the admissions presentation.
- During your campus tour, please give your full respect and attention to your tour guides. Please DO NOT talk while the guide is speaking.
- If there are questions during the tour, simply ask the tour guide by raising your hand.
- Visitors should stay together as a group (wandering off without permission is not allowed).
- Chaperones are expected to assist with compliance of ground rules.

- Tour guides and presenters will use a 'three strike' policy when working with your group to ensure these ground rules are followed. After three violations, or 'strikes', your presentation or tour may be terminated at the discretion of Morrisville State College staff. You may not be welcomed back if your group has been asked to leave based on behavior.
- To schedule your group visit to Morrisville State College, contact the Group Visit Coordinator, Andrea Mazor at 315-684-6046 or mazorar@morrisville.edu.