

College of DuPage
Office of Admissions & Outreach
Group Visit Expectations

We look forward to your visit to College of DuPage! In order to provide your students with a memorable and informative experience, we ask you to review and follow the guidelines below as you prepare for your visit.

Arrive on Time!

In order to stay on schedule, please arrive on time as noted on your agenda. Please allow plenty of time to park, walk and check-in.

If you are running late, please contact the Office of Admissions & Outreach at (630) 942-2626. Let them know you are scheduled for a group visit, and provide them with an approximate arrival time. Our Admissions staff will relay that information to the pertinent parties.

Please note your arrival time may alter the overall itinerary of the day.

Parking at College of DuPage

Please follow the recommendations below for parking on campus:

- i. Drop your students off in front of the Student Services Center (near the Chaparral statue!). Please park your vehicle in College Lot 6 (see link to map below). Given the limited availability of parking for students in the mornings/afternoons, you are not allowed to park any type of bus in any other lot.

College of DuPage provides a complimentary shuttle service from College Lot 6 to the South Entrance of the Student Resource Center (SRC).

- ii. To view our campus maps & directions, please click on the link below http://www.cod.edu/about/maps_and_directions/index.aspx

Group Visit Expectations

It is mandatory that an adequate number of chaperones be present throughout the entire visit. Chaperones are required to accompany the high school students during the Student Ambassador led tours of the campus. Our required ratio for chaperones is 1 adult for every 15 students in attendance.

College of DuPage is not responsible for the supervision of your students. If the required ratio for chaperones to students is not met, this may alter the agenda for the day. It is not recommended for students to wander the campus unsupervised and go to areas such as Starbucks, Einstein Bagels or the cafeteria.

Group visits occur during the school day, when classes are in session. Therefore, it is essential that our visitors are not disruptive, and show respect to all College of DuPage staff, student ambassadors, faculty and students. Failure to do so will result in the early conclusion of the group visit, and impact your institution's future visits to College of DuPage.

All student and chaperone cell phones must be turned to vibrate or silent. We do not permit the use of any electronic devices during the entirety of the visit. If a chaperone must answer a call, please take the call outside or in one of our vestibules in order to not disrupt the presentation.

Clothing Attire

The visit includes a substantial amount of walking, and weather dependent may also include outside. Prior to visiting campus, please check the weather and encourage all students wear appropriate, comfortable clothing and shoes for the visit.

Lunch at College of DuPage

Lunch is not included as a part of group visits. Once the tour and presentations are complete, the rest of the time is yours! If you plan to have lunch while on campus, please be advised that space is limited and cannot be reserved. Please display the same respect and courtesy shown during the earlier presentation while in our COD dining services cafeteria. This includes refraining from yelling, running around or cutting in line. Please be considerate of all staff, faculty and students and clean your tables prior to departing campus.

If you are looking to bring your lunch to campus, we do not allow food or beverages in the Student Services Center Presentation Room, SSC 2201. Please bring all food and drinks to the dining services cafeteria and follow the same guidelines noted above.

Cancellation Notice

If it is necessary to cancel your visit, we at least two (2) days' notice. If you have any questions or concerns, please contact the Admissions & Outreach Office at (630) 942-2626 or email campusvisit@cod.edu.