University of Wisconsin–Milwaukee welcomes chaperoned groups to visit campus. The following information is a guide for chaperones and tour organizers.

CAMPUS TOURS DESCRIPTION
UWM students will lead the group on a walking tour of our 105 acre campus. TRIO and Pre-College / Mini-Courses Campus Tours Program provide tours to grades K-8. Tour highlights include the Student Union, UWM Library, Klotsche Center and Pavilion, Peck School of the Arts, Science Buildings plus a variety of other campus buildings. Please encourage your students to dress accordingly; wearing comfortable shoes and clothing.

TOUR AVAILABILITY: MONDAY - FRIDAY (Monday, October 2nd – Thursday, December 14th)
(1) AM Tour – 10:00am-11:30am or (2) PM Tour – 12:00pm-1:30pm

Fall 2017 UWM UNAVAILABLE TOUR DATES:
October 13, November 16, November 22-24, 2017

Please Note: Some tour dates may be unavailable, and are subject to change, due to UWM’s academic schedule, tours previously scheduled, or tour guide availability.

SPECIAL REQUESTS
Unfortunately, we are unable to accommodate special requests including:
- Covering costs of meals/snacks/refreshments
- Reserving seating for lunch (common areas may be used)
- Panther Shop discounts
- Special facility tours (other than options listed in tour outlines)
- Transportation to/from campus

* If your students are planning on bringing bagged lunches please call the Mini-Courses office prior to your scheduled tour date to make arrangements to store the lunches in the Student Union.

GROUP SIZE REQUIREMENTS & CHAPERONES
Group size is dependent on the number of tour guides available. The maximum number of students allowed for each scheduled tour is 60. We require groups to provide one adult chaperone for every 10 students coming to campus. Chaperones are responsible for maintaining the good behavior of the students; tours will end early if groups are disruptive. Please review Chaperone Responsibility Form on page 2. By submitting a tour request, we understand that you are able to fully comply with the chaperone policies.

CONFIRMATION LETTER
Once we receive and review your Campus Tour Registration Form you will be sent a Confirmation Letter to the email provided confirming tour date, number of groups, drop off procedure, etc. Please allow up to one week to process the Campus Tour Registration Form before your Confirmation Letter is emailed.

LATE ARRIVAL
Please know that late arrival will result in a modification of the tour and / or presentation. If you anticipate being late, please call our office (229-6236) as soon as possible to determine how to best accommodate your group.

Please Note: Tours that start late will modified and still end at the scheduled end time.

CANCELLATION
If for any reason a scheduled tour must be cancelled, please provide a three-day notice by calling our office at 414-229-6236 or email pctours@uwm.edu. Schools that do not provide notice will be limited in future requests.
**UWM TRIO AND PRE-COLLEGE PROGRAMS**
**MINI-COURSES CAMPUS TOURS**
**CHAPERONE RESPONSIBILITY FORM**

*Please share this information with chaperones attending the tour.*

- All groups visiting UWM are required to have a ratio of one chaperone to every 10 students.
- We can accommodate up to 60 students. If your group is larger than 60 students, the group must be split into two different tour times (AM and PM) or two different tour dates.
- Groups traveling to campus should plan to arrive 10-15 minutes prior to their schedule tour time. If group arrives twenty minutes late, only a campus tour will be given and no Pre-College Workshop (if scheduled). If more than thirty minutes late, the group will be offered a self-guided tour and no student-led tour.
- Groups wishing to purchase lunch or meal cards should contact 20/20 Catering directly at 414-229-3733.
- Chaperones assume all liability for their students while on the University of Wisconsin-Milwaukee grounds. UWM will not be held responsible for lost or stolen goods, accidents or injuries.
- Chaperones are an important part of a successful group visit. The chaperone’s role is to keep the behavior and conduct of the students and to control any disruptions that may occur during the visit. We would like to ensure everyone in the group is able to hear what is being shared and are able to ask questions.
- The chaperone must stay with the group at all times. If the chaperone leaves the group unsupervised, the tour cannot continue. The tour guides will return to the Student Union and possibly cancel the tour.
- Our Tour Guides will inform the groups of our rules before the tour starts.
- All chaperones must commit to supervising their tour group. Please put away cell phones while on the tour, as they are distracting to our tour guides.
- It is the chaperone’s responsibility to moderate the group’s walking pace; if the appropriate walking pace is not met, the tour guide has the right to alter the outline to fit the time allotted.

**Electronics Policy:** All electronic devices must be turned off and put away for the duration of the scheduled tour.

**Cancellation Policy:** The Tour Guides will give warnings if required per the stated rules. If two verbal warnings are given and behavioral issues are still present, the tour guide has the right to end the tour and escort the group back to their pick-up location.

Please share the above information with all chaperones planning to attend campus on your scheduled tour date(s).

If you have any questions, comments, and/or concerns, please email us at pctours@uwm.edu or call our office at (414) 229-6236.

Thank you,
Tricia Maldonado, Mini-Courses Program Coordinator
TRIO and Pre-College / Mini-Courses Campus Tours
TOUR OUTLINES: All tour outlines are 90 minutes in total and begin and end at the scheduled times. Due to time and space, Pre-College Campus Tours will not accommodate a combination of two/three options. Please choose one tour option: A, B, or C.

RESIDENCE HALLS: Due to Sandburg Residence Hall regulations, there is no access to view a dorm room. Tour Guides are restricted to only entering the ground floor lobby area during certain time frames. Due to these time restrictions tour options B & C do not include entering the Residence Hall building. For options B & C, the residence halls are discussed in the tour only from the outside of the building.

A
1hr 30m General Tour
- Student Union
- Mellencamp Hall
- Peck School of the Arts
- Spaights Plaza
- Bolton Hall
- Golda Meir Library
- Klotsche Center and Pavilion
- Chapman Hall
- Sandburg Residence Halls
- School of Architecture
- Lapham Hall
- Science Buildings
- Lubar School of Business

B
30m Pre-College Workshop
Tour Guides will talk about what it’s like to be a UWM Panther while engaging students in an interactive workshop discussing careers, majors, college requirements, financial aid, and more.

+1hr General Tour
- Students will visit various campus buildings. (Modified version of tour option A)

C
45m Planetarium Show
Students see stars and constellations in the city and country night sky, and learn about the planets in our solar system.

- $40 fee must be paid in advance
- Invoice will be sent to confirm date and time.

+45m General Tour
- Students will visit various campus buildings. (Modified version of tour option A)

PRE-COLLEGE WORKSHOPS DESCRIPTION
The 30 minute Pre-College Workshop is available pending the availability to reserve a campus room.

K – 3rd Grade Workshop: Students will participate in a fun activity, where they select a career of interest and get thinking about what they want to be when they grow up. Topics that will be discussed are how goal setting and preparing for college is important.

4th – 5th Grade Workshop: Students will participate in an engaging activity where they will be introduced to what college is about and what it has to offer. These activities will expose students to the many majors that are offered at UWM and what students can do now to prepare for college.

6th – 8th Grade Workshop: Students will engage in an activity where they will discuss the importance of college, choosing a major, and careers. During this activity students will learn about college planning and what students can do now in middle school and high school to prepare for college.

All workshops will include a short college panel where students have the opportunity to ask the college students questions about the university, college preparation, majors/minors, etc.

PLANETARIUM SHOW INFORMATION
The 45 minute Planetarium Show is pending availability of the UWM Planetarium Theater.

At the UWM Planetarium Theater, students see live programs and they can be adjusted to meet your curriculum needs. Each school must schedule and confirm their group’s Planetarium show. Planetarium capacity is 68. A Planetarium show fee must be paid in advance. For prices visit, http://uwm.edu/planetarium/teachers/fee/. If group arrives late to show, this will result in the tour being modified.

Planetarium Availability
* Please arrive at least 10 minutes early to ensure show starts on time and students may use restroom before show if necessary.

AM tours: Monday through Friday 9:30AM – 10:15AM (campus tour from 10:30AM-11:30AM)
PM tours: Monday through Thursday 11:30AM-12:15PM (campus tour from 12:30PM-1:30PM)

For more information about the Planetarium program, visit http://www.planetarium.uwm.edu or email planetarium@uwm.edu or call 414 229-4961. To request a program, please complete a request at http://uwm.edu/planetarium/request-reservation/. In the note field, please say whether you would like an AM or PM tour.
University of Wisconsin-Milwaukee
TRIO and Pre-College Programs / Mini-Courses
CAMPUS TOURS REGISTRATION FORM

We are excited to provide an interactive college experience for your students. Registration forms cannot be processed if received less than two weeks prior to requested tour date. For scheduling multiple tours: One registration form must be completed for each school attending. Please fax this registration form to 414-229-3490. If you have questions, please call 414-229-6236 or email pctours@uwm.edu.

School / Community Organization: ____________________________

School Address: __________________________________________ City: __________________ Zip Code: __________

Main Contact: __________________________________________ Main Contact Attending Tour?: __________

Work Phone: ______________________ Cell Phone: __________ Fax:__________________________

Email: __________________________ 2nd Contact Name: __________________________

2nd Contact Email: __________________________ 2nd Contact Phone: __________________________

*Number of Students Attending (Groups of 60 or fewer): __________ Grade Level(s): __________

Students will be bringing cold lunches on the day of the tour. (Please check one)  

☐ Yes  ☐ No

*If yes, would you like a lunch cart to store the lunches for the duration of the tour?  

☐ Yes  ☐ No

CHECK ONLY ONE TOUR OUTLINE
Refer to the Registration Information sheet tour outlines and tour options descriptions

☐ Tour Outline A  ☐ Tour Outline B  ☐ Tour Outline C
General Tour  Pre-College Workshop & Tour  Planetarium & Tour

SELECT THREE POTENTIAL DATES AND TIMES (in order of preference)
AM Tours take place 10:00am-11:30am; PM Tours take place 12:00pm-1:30pm
Refer to the Registration Information sheet for UWM Unavailable Tour Dates

Date #1 __________________________ Date #2 __________________________ Date #3 __________________________
☐ AM ☐ PM ☐ Either  ☐ AM ☐ PM ☐ Either  ☐ AM ☐ PM ☐ Either

Preferred Talking Points: __________________________________________

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________________________________________________________________________

Additional Comments: __________________________________________

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