

University of Wisconsin-Milwaukee  
TRIO & Pre-College Programs / Mini-Courses  
**PRE-COLLEGE CAMPUS TOURS GENERAL INFORMATION**

**TOUR AVAILABILITY: MONDAY – FRIDAY**

- **AM Tours: 10:00am-11:30am**
- **PM Tours: 12:00pm-1:30pm**

**Fall 2018: Monday, October 1 – Thursday, December 13**

*UWM unavailable tour dates: October 19 and November 21- 23*

**Spring 2019: Monday, January 28- Friday, May 31**

*UWM unavailable tour dates: February 22, March 8, April 6, March 18-22, & May 10-18*

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

GO PANTHERS!



**PRE-COLLEGE CAMPUS TOURS DESCRIPTION**

University of Wisconsin – Milwaukee welcomes chaperoned groups to visit UWM's 105-acre campus located on Milwaukee's upper east side. Tours, facilitated by UWM students/staff, will include the Student Union, UWM Library, Klotsche Center and Pavilion, Spaight's Plaza, and a variety of other campus buildings.

**LUNCH OPTIONS**

Pre-College Campus Tours is able to store cold lunches brought by groups if notified in advance. Groups are able to purchase meal cards for dining in the Student Union by contacting UWM's 20/20 Catering office at (414) 229-3733. Pre-College Campus Tours is unable to offer lunches or reserve spaces. If you are having lunch on campus, please arrange to have lunch before or after the tour times.

**GROUP SIZE REQUIREMENTS & CHAPERONES**

The maximum number of students allowed for each scheduled tour is 60. Please note that group size allowed will be dependent on the number of tour guides available. Tour groups are required to provide one adult chaperone for every 10 students coming to campus. Chaperones are responsible for maintaining the good behavior of the students. Please review Chaperone Responsibility Form on page 2. By submitting a tour request, Pre-College Campus Tours understands that you agree with the chaperone policies.

**RESIDENCE HALLS:** Due to Sandburg Residence Hall regulations, tour groups will not have access to a dorm room for viewing. Tours will have limited access to ground floor lobby areas during available times.

**CONFIRMATION LETTER**

A confirmation letter will be sent to the email provided confirming tour date, number of groups, drop off procedure, etc. Please allow up to one week for Mini-Courses to process the Campus Tour Registration Form.

**LATE ARRIVAL / CANCELLATION**

Please know that late arrival will result in a modification of the tour and/or workshop. If you anticipate being late, please call (414) 229-6236 as soon as possible so tour guides can determine how to best accommodate your group. If a scheduled tour needs to be cancelled, please provide a three-day notice by calling our office at (414) 229-6236 or email [pctours@uwm.edu](mailto:pctours@uwm.edu). Groups that do not provide notice will be limited in future requests.

**UWM TRIO & PRE-COLLEGE PROGRAMS / MINI-COURSES**  
**PRE-COLLEGE CAMPUS TOURS**  
**CHAPERONE RESPONSIBILITY INFORMATION**



*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.
- Pre-College Campus Tours can accommodate up to 60 students. If your group is larger than 60 students, the groups can choose to 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 scheduled tour time. If group arrives late, tour guides will modify the campus tour. Campus tours will alter the agenda to ensure that the tour ends at the scheduled time.
- Groups wishing to purchase lunch or meal cards should contact UWM's 20/20 Catering at (414) 229-3733.
- Chaperones assume all liability for their students while on the University of Wisconsin-Milwaukee campus. 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 manage any disruptions that may occur during the visit. Pre-College Campus Tours would like to ensure everyone in the group is able to hear what is being shared and students 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 the tour will need to be cancelled.
- Pre-College Campus Tour Guides will inform the groups of tour 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 tour guides.
- It is the chaperones 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](mailto:pctours@uwm.edu) or call our office at (414) 229-6236.

Thank you,  
Tricia Maldonado, Mini-Courses Program Coordinator  
TRIO and Pre-College Programs / Mini-Courses Pre-College Campus Tours

## UWM TRIO & PRE-COLLEGE PROGRAMS/ MINI-COURSES

### PRE-COLLEGE CAMPUS TOURS TOUR OUTLINES AND AGENDAS



#### A

#### B

#### C

#### 1hr 30m General Tour

- Student Union
- Peck School of the Arts
- Spaights Plaza
- Bolton Hall
- Lapham Hall
- Golda Meir Library
- Klotsche Center and Pavilion
- Chapman Hall
- Sandburg Residence Halls
- School of Architecture
- Science Buildings
- Lubar School of Business

#### 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)

#### 45m Planetarium Show


Students see stars and constellations in the city and country night sky, and learn about the planets in our solar system,


*-Fee must be paid in advance  
-Invoice will be sent to confirm date and time.*


#### +1hr General Tour

Students will visit various campus buildings. (Modified version of tour option A)

### PRE-COLLEGE WORKSHOP DESCRIPTIONS

 **K – 3<sup>rd</sup> 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.

 **4<sup>th</sup> – 5<sup>th</sup> 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

 **6<sup>th</sup> – 8<sup>th</sup> 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.

### PLANETARIUM SHOW INFORMATION

The theater is equipped with a Spitz A3P optomechanical projector that projects stars, planets, the Sun, and the Moon on the Planetarium's 30-foot dome.

Groups can request a private 45 minute show prior to a scheduled campus tour. Planetarium capacity is 68. A Planetarium show fee must be paid in advance. For groups with less than 20 students, the fee is \$40. For groups of 20 or more students, the fee is \$60. Teachers and/or chaperones are free.

**Planetarium Availability** \*Please arrive at least 10 minutes early to ensure show starts on time

**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)

**Requesting A Show:** Please complete a school group reservation form found at:

<https://uwm.edu/planetarium/> (select "Plan a Visit" tab, then, "School Groups")

\*Please include in the comment section that you are requesting either a 9:30am show with an AM (10:30am) campus tour or an 11:30am show with a PM (12:30pm) campus tour. These notes will help staff coordinate both your tour and planetarium show. For more information about the Planetarium, please visit <http://www.planetarium.uwm.edu>, call (414) 229-4961 or email [planetarium@uwm.edu](mailto:planetarium@uwm.edu). Thank you.



**University of Wisconsin-Milwaukee  
TRIO & Pre-College Programs / Mini-Courses  
PRE-COLLEGE CAMPUS TOURS REGISTRATION FORM**

Pre-College Campus Tours is excited to provide an interactive college experience for your students.

Tour requests need to be submitted at least two weeks in advance.

**Please submit the Registration Forms by faxing to (414) 229-3490 or email to [pctours@uwm.edu](mailto:pctours@uwm.edu)**

. For multiple requests, please use additional registration forms.

If you have questions, please call (414) 229-6236 or email [pctours@uwm.edu](mailto:pctours@uwm.edu). Thank you.

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 BELOW**

Please choose either tour outline A, B or C.

Pre-College Campus Tours is not able to combine outlines and/or redesign routes.

Tour Outline A  
General Tour

Tour Outline B  
Pre-College Workshop & Tour

Tour Outline C  
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/ Additional Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_