TOUR AVAILABILITY: MONDAY – FRIDAY

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

Fall 2021: Monday, November 01 – Friday, December 10
UWM unavailable tour dates: November 5, 11, 12, 13 and December 3

Spring 2022: Monday, January 31- Thursday, May 12
UWM unavailable tour dates: TBD

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

UWM Pre-College Campus Tours is able to provide a campus visit in person and virtually!
Please see page 3 for all tour options

IMPORTANT COVID-19 SAFETY GUIDELINES
Safety measures include that all participants will be required to wear face coverings/masks while visiting UWM. Prior to arrival at UWM, students should be screened by the chaperone if any student(s) are experiencing any COVID symptoms. Any one experiencing symptoms, should not attend the scheduled campus tour. If a student/chaperone begins to experience symptoms during the visit to UWM, a classroom will be provided to allow for isolation and it will be the school/organization to coordinate transportation for the individual to depart UWM.

LUNCH OPTIONS
Groups are able to purchase meal cards for dining in the Student Union by contacting Amber McKinney at (414) 251-7743 or mckinne7@uwm.edu. If your group would prefer catering/box lunches, please contact UWM 20/20 Catering 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.

RESIDENCE HALLS: Due to Sandburg Residence Hall COVID-19 safety regulations, tour groups will not be visiting the Residence Halls and/or the Sandburg Lobby.

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. Groups that do not provide notice will be limited in future requests.

(REVISIED 11/1/21) Mini Courses/Campus Tours/Registration Form, Registration Info/ Campus Tours Registration Information.docx
COVID-19 Safety Acknowledgement: Prior to arriving at UWM for the campus tour, students/chaperones will need to be screened by school/organization staff for COVID-19 symptoms and those experiencing symptoms will not attend the scheduled tour. If a student/chaperone experiences symptoms while at UWM, a UWM space/classroom will be provided for isolation and transportation should be coordinated to depart UWM. While at UWM, all guests will be required to wear face coverings/masks.

- 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 schedule 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 meal cards should contact Amber McKinney at (414) 229-6158 / mckinne7@uwm.edu. If needing catering/box lunches, please contact UWM 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.

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, TRIO and Pre-College Programs / Mini-Courses Pre-College Campus Tours
### PRE-COLLEGE WORKSHOP DESCRIPTIONS

**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.

### PLANETARIUM SHOW INFORMATION

Get students excited with the beauty of the night sky. School groups for up to 68 people can request a private live 45-minute planetarium show prior to a scheduled campus tour. The $75 Planetarium show fee must be paid in advance. Teachers and/or chaperones are free.

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

**AM tours:** Tuesday through Friday 9:30AM – 10:15AM (campus tour from 10:30AM-11:30AM)

**PM tours:** Tuesday through Thursday 11:30AM-12:15PM (campus tour from 12:30PM-1:30PM)

**Requesting A Show:** When you have a date for your tour, please complete a school group reservation form at: [https://uwm.edu/planetarium/](https://uwm.edu/planetarium/) (select “Teachers” tab, then, “Book your show”)

*Please include in the comments 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 UWM Planetarium, please visit [http://www.planetarium.uwm.edu](http://www.planetarium.uwm.edu), call (414) 229-4961 or email planetarium@uwm.edu. Thank you*
University of Wisconsin-Milwaukee
TRIO & Pre-College Programs / Mini-Courses
PRE-COLLEGE CAMPUS TOURS REGISTRATION FORM

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 For multiple requests, please use additional registration forms. If you have questions, please call (414) 229-6236 or email pctours@uwm.edu. Thank you.

School / Community Organization: ____________________________________________________________

School Address: ____________________________ City: __________________ Zip Code: ________________

Main Contact: ____________________________________________________________ Will main contact attend 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): ________________

COVID-19 Safety Acknowledgement: Prior to arriving at UWM for the campus tour, students/chaperones will need to be screened by school/organization staff for COVID-19 symptoms and those experiencing symptoms will not attend the scheduled tour. If a student/chaperone experiences symptoms while at UWM, a UWM space/classroom will be provided for isolation and transportation should be coordinated to depart UWM. While at UWM, all guests will be required to wear face coverings/masks. By providing a signature below confirms you have read the Safety Acknowledgment notice and agree to the safety guidelines. Please contact Tricia Maldonado at 414-229-6236 or email tmpipia@uwm.edu with any questions or concerns. Thank you.

_________________________________________ Signature

CHECK ONLY ONE TOUR OUTLINE BELOW

Please choose either tour outline A, B, C or D.
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 ☐ Tour Outline D Virtual Visit

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: ____________________________________________________________