



GROUP VISIT GUIDELINES

In preparation for your campus visit, please read and sign below before your scheduled visit date:

BEFORE YOUR VISIT:

- Please review your day-of schedule in your confirmation email and contact our office with any questions. If you need to cancel or reschedule your visit, please contact Gina Palmieri at gpalmieri@calbaptist.edu with at least **two weeks'** notice.
- Fill in the form below indicating your guest count number. If your guest count should change, please email us an updated guest count the **week** before your visit. The group must have one adult chaperone for every 10 students.
- Please confirm your lunch plans in advance. High school or college groups may request to eat in the Alumni Dining Commons, but your request must be approved before the time of your visit. Groups will not be allowed to eat at any of the other dining facilities on campus. A reservation is required for groups bringing packed lunches.
 - Please send the final total guest count for dining no less than **72 hours** in advance. Once your group arrives, the admissions office will then collect payment and give your group meal tickets, which will be used upon entering the Dining Commons. Meal tickets are **\$10.00** per person and payment can be collected via cash, check or card at the front desk. In the event of overpayment, reimbursement will not be accommodated, please plan accordingly.
- Groups may visit the Campus Store with prior approval. Please notify the Group Visit Coordinator in advance if your group is interested in visiting the campus store and we can assist in making arrangements.
- CBU has a **no-backpack policy** in regard to all group visitors who come on campus for a formal visit with Admissions. This applies to all student visitors with the exception of group chaperones and special circumstances. We encourage all group coordinators to make arrangements with their group prior to their scheduled visit date. Please notify our group visit coordinator in advance if you have any questions about this policy.

DAY-OF YOUR VISIT:

- Plan to arrive 10 minutes early to allow time for unloading the bus, check-in and restroom breaks. We can't guarantee a full campus experience if your group arrives more than 20 minutes after your scheduled start time.
 - If you are running late, please notify our office as soon as possible at 951-343-4212. We do our best to accommodate late arrivals, but please understand your visit itinerary may be subject to change in these situations.
- After checking in at the Welcome Pavilion, bus drivers should proceed on Campus Bridge Drive, make a U- Turn at the roundabout and pull forward into the loading zone at the Yeager Center. Please refer to the bus parking directions in your confirmation email.
- Upon entering the campus via Campus Bridge Drive, please remain in the bus until you are greeted by an Admissions Representative. As a reminder, CBU has a **no-backpack policy**, so please make arrangements prior to departing the bus. Please be prepared to give an accurate student/chaperone count and pay for lunch tickets at check-in (if applicable). If you have any questions, please call 951-343-4212.

- Please restrict the use of all mobile devices while on campus. We want to ensure the students are concentrating on the information given to them while here.

Please sign affirming you have read and understand the above terms and will support our requests by reminding your group to be respectful of our campus while visiting. Please return this signed form to Gina Palmieri at gpalmieri@calbaptist.edu.

We look forward to your visit!

School Name	Date of Visit	# of Students	# of Chaperones	# of High School Seniors

Print name: _____ Sign name: _____

Day-of Contact name: _____ Day-of Contact phone #: _____