The staff of the ECU Office of Admissions are pleased you are interested in visiting the campus as a way of preparing your students for college. To properly assist you, we are defining our basic expectations for a campus visit:

- In order to accommodate all your needs, we ask that you fax or e-mail us a completed request form for your campus visit 3-4 weeks prior to the requested visit date.
- You should receive a response concerning the status of your request within 7-10 business days after the date your request form is received.
- Because your students will have the opportunity to talk with tour guides and others during their visit, please help them formulate questions they wish to ask prior to their visit.
- Our tour guides and professional staff expect disciplinary issues to be addressed by chaperones; therefore, it is very important you help students understand proper behavior prior to the campus visit.
- Group tours are given for groups of 10 or more (smaller groups are asked to attend our regularly scheduled tours).
- Group tours are given Tuesdays, Wednesdays, and Thursdays beginning at 10 a.m. and concluding no later than 2:00 p.m.
- Tours are not available on weekends, Fridays, day before/after a holiday, during the first/last weeks of a semester or the month of December.
- A map of our campus can be downloaded at http://www.ecu.edu/cs-ecu/maps.cfm
- Tour requests are handled on a first-come, first-serve basis.
- A few helpful tips before you take your campus tour:
  - Arrive 10-15 minutes before the start of your scheduled tour.
  - Wear comfortable shoes.
  - You'll pass several vending machines on your tour if you get thirsty or hungry. If you want to stay for a meal after your tour, ECU Dining Services would be happy to serve you. All dining halls take cash, check, or credit ($8.03 per person).

**IMPORTANT: [Effective Spring 2017]** East Carolina University has some new policies and procedures that are strictly enforced. Please carefully read and adhere to the requirements below:

- Your group must have one Chaperone for every six participants ages 4 to 5.
- Your group must have one Chaperone for every eight participants ages 6 to 8.
- Your group must have one Chaperone for every ten participants ages 9 to 14.
- Your group must have one Chaperone for every twelve participants ages 15 to 17.
- Chaperones must stay with their respective groups at all times.
- You must bring a list of emergency contact names and phone numbers for all students in your group.
- Chaperones are solely responsible for students in their respective groups.
Undergraduate Admissions Special Group
Campus Tour Request Form

Please Print:
Requested Campus Visit Date: ____________________________________________
(Please provide us with at least 2-3 dates)

Name of School or Organization: ____________________________________________

School or Organization Mailing Address: ____________________________________
________________________________________________________________________
________________________________________________________________________

Coordinator/Contact Person: ________________________________________________

Email: __________________________ Ph: __________________ Cell: _______________

Arrival Time: __________________________ Departure Time: ____________________

Campus Visit Information:
I would like to arrange (check all that apply):

______ Campus Tour         ______ Information Session         ______ Honors College Visit
______ Lunch on campus ($8.03 per person)      ______ Other (Be specific)

# of Students _______ Age of Group/Grade Level: ______ # of Chaperones: _______

Purpose of Visit: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

How did you hear about campus visits at East Carolina? ______________________________

How will your group be traveling?

_______ Total # of Cars           _______ Total # of Vans           _______ Total # of Buses

Accommodations needed for students with disabilities (please describe):
________________________________________________________________________
________________________________________________________________________

Fax or email the completed form to:
Attention: Tarrick C. Cox  -  Fax: 252-737-1192  -  Email: ugadmisevents@ecu.edu
Allow at least 7-10 business days for review and confirmation.

Last Updated: Spring 2017