



Dear Teacher:

We are so glad to know that you are interested in visiting Tyler Junior College (TJC)! We are here to help you plan your visit so you will have an excellent experience on the TJC campus and be able to take advantage of all of the activities we have planned for your group. The best way to ensure a successful tour experience is to plan early. To help you get started, we have created this list of helpful planning hints. We hope that you will find it useful as you plan your visit to TJC!

Planning your visit:

- Please contact us at least 3-4 weeks ahead so we can begin planning your visit. Our calendar fills up quickly, so the sooner you schedule your visit the better.
- If any of your participants have special needs, please notify the Admissions Office at 903-510-2523 or admissions@tjc.edu.
- The coordinating teacher must accompany the group to campus. If there is a change in coordinating teachers, please notify the Admissions Office as soon as possible and provide new contact information.
- If the total number of visitors (including students, teachers, and chaperones) changes in any way, it is imperative that you notify us in advance of your tour date so that we have an accurate number of attendees in order to plan the best visit possible for your group.
- If changes to the itinerary are necessary (change in time or date, or change in requested activities), please notify us in advance of your tour date so that we have adequate opportunity to notify others who may be involved in your visit and accommodate your requests.
- Collect any necessary permission slips and/or fees before your departure to TJC.
- Please review the itinerary, map, and parking information. If you have any questions, please contact the Admissions Office no later than the day before your visit. We can be reached at (903) 510-2523 or admissions@tjc.edu.

Chaperones:

- Please have an adequate number of active and enthusiastic chaperones present. We recommend one teacher/chaperone accompany each group of 10 students.
- Teachers and chaperones are responsible for their group and are to be present throughout the campus visit. It is the responsibility of the teachers/chaperones to maintain order while on campus. It is the coordinating teacher's responsibility to communicate this to the other teachers/chaperones participating in the campus visit. You may find it helpful to distribute copies of the enclosed "Dear Chaperone" attachment to each teacher/chaperone who will accompany your group to TJC.

Transportation and Parking:

- Carefully plan all transportation needs to be sure the driver(s), students, and parents know the required departure time.
- The Admissions Office is glad to provide complimentary parking for your visit. Parking arrangements will be made upon tour/event confirmation.

Activities

- Upon arrival at the college, your group will be welcomed by staff members and/or current students. Each one will share what life is like at TJC and give a testimony of all the exciting activities you can expect while attending TJC.
- Your campus tour will follow a brief welcome session. In most cases, the tour guides are current Admissions Recruiters and are an excellent source of information about TJC. Encourage your students to ask questions and complete the questionnaire provided.

On the day of your visit:

- Please work with your driver prior to your visit to determine when and where he/she should meet your group for departure, as the Admissions Office is unable to contact your driver during your visit to our campus.
- Should it appear that your group will not arrive on campus at the time indicated on your itinerary; the Admissions Office must be notified by calling 903-510-2523. Many individuals throughout our campus may be involved in your visit, and we need to notify them and make any necessary adjustments as soon as possible. Every attempt will be made to preserve as much of your group's scheduled activities as possible. Please be aware that a change in arrival time may result in exclusion of some activities.

Please sign, date, and return the following page to the Admissions Office no later than one week before your visit.

*You may sign this form with an electronic signature by clicking on the signature line below or you can print, sign, and fax the form back to us at 903-510-2161.

I have read and understand the group visit policies for visiting Tyler Junior College. I agree to abide by these policies prior to and during my group's visit.

Coordinating Teacher's Signature

Phone

Date

School Administrator

Title

Date

School Name

Date of Visit

Time of Arrival

We look forward to meeting you!

Sincerely,
Nidia Arellano Hassan
Director of Admissions
Tyler Junior College
Admissions Office
903-510-2523