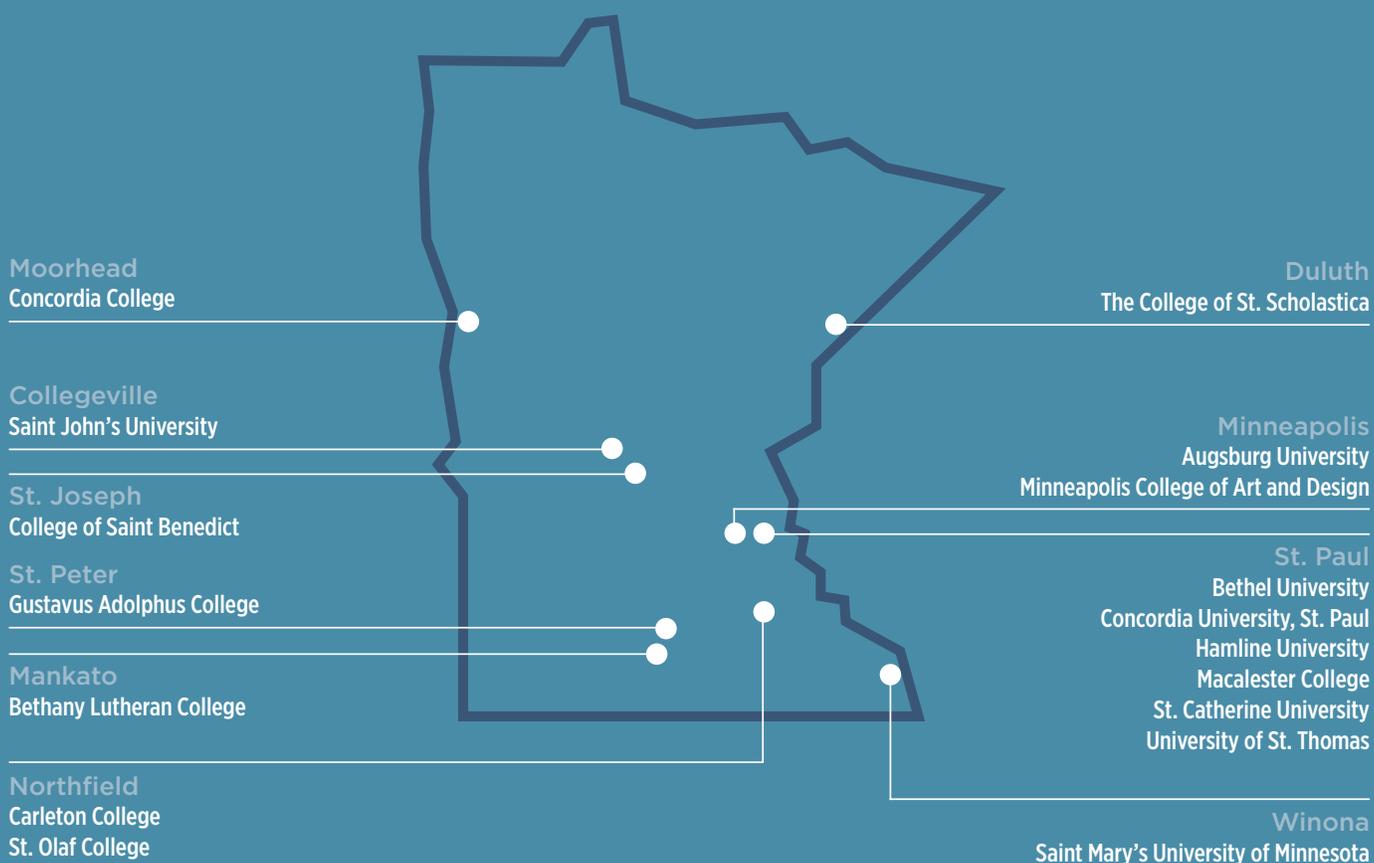


# Guidance for Access Programs and Schools:

## Planning Campus Visits at Minnesota Private Colleges and Considering Alternatives



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## Introduction

Given the importance of exposing students to what college is all about, bringing students on visits to college campuses has a lot of appeal. But just what are the approaches that different colleges have to hosting college visits for groups of students? And what alternatives may be considered when bringing students to campus may not be practical? These are the kinds of questions that were on the minds of leaders with the AVID program in Minnesota and that they raised with the Minnesota Private College Council. Working with the admission offices at the Council's 17 private nonprofit member institutions, it was clear we could share clearer guidance. The result is this document, intended to help staff at any interested access program or school.

## Background

The Council and its member institutions' admission offices recognize how important it is that staff at access programs and K-12 schools are able to help students build their understanding of their higher education options. Students can benefit from being well informed about our private nonprofit colleges, which award 30 percent of the baccalaureate degrees earned in the state. All our member colleges take steps to help schools and access programs understand just what they offer and what makes them distinct. The Council aims to help too, by sharing educational resources in the form of free printed materials, newsletters, events and our website — [www.mnprivatecolleges.com](http://www.mnprivatecolleges.com).

Campus visits are part of the mix of activities that private colleges support to build student understanding. But given the time and resources involved with adequately planning for and hosting campus visits, institutions have to put some limits on how they handle them. And each member institution is independent, making its own decisions about what is possible for it to support, in terms of both visits and any possible alternatives.

The hope is that the information that follows can help the busy staff at access programs and schools who work to help students through the college process. Thanks to AVID program staff for raising the topic and collaborating on this project.

# Summary: Group Visits & Alternatives

## Group Visits

Minnesota Private Colleges prioritize hosting visits for students who are in 11th and 12th grades — those who are closest to graduation and making decisions about what comes next. How institutions are able to handle visits of younger students varies, with colleges being least likely to be able to handle elementary school student visits. No matter the age of the students, colleges do have clear expectations and guidelines for maximum group size, ratio of adult chaperones and timing. And yes, institutions expect students to be engaged and respectful; they look to chaperones to monitor behavior and address issues that arise.

The following pages have institution-specific information regarding the guidelines for visits, including how best to begin an inquiry.

## Alternatives

Minnesota Private Colleges are definitely interested in ways to support alternatives to traditional campus visits. Working with AVID, we came up with four options to review more closely. While the institution-specific information on the following pages addresses each of these areas, here are some general observations about these four alternatives.

- 1. Colleges send representatives to talk to students at their schools or access programs.**
  - *Colleges already send staff to visit high schools regularly, so adding schools or visits to access programs is definitely an option, depending on schedules, and the ages of the students.*
  - *The college reps could address their institution or other aspects of building college knowledge; they would want to know what topic the program or school would want addressed.*
  - *It can be easier for college staff than for college students to do these visits.*
- 2. Colleges have representatives connect with students virtually, say through Skype or a video conference call.**
  - *Many colleges are open to this idea but it is not currently being done very often.*
- 3. Students and families learn about pre-existing events on campus that are open to the public.**
  - *All colleges have pre-existing admission-focused events that students and families are welcome to sign-up for and attend.*
  - *There can also be general events on campus where students and families are welcome; these include camps for high school students, sports games, speakers and arts performances.*
  - *However, some events at an institution may not be appropriate for a younger audience; others may not be open to the public.*
  - *Admission staff contacts at the institutions can be asked about particular events that a group or program would be interested in.*

**4. Students come to visit a college with a program or school group, but the tour is led by staff from the program or school, not the college.**

- *While many colleges are open to this idea, others are not. For those that are open to it, as noted below, most expect that group organizers would check in with admission offices beforehand. There would definitely need to be enough chaperones to ensure appropriate behavior.*
- *For the colleges that are open to this, they would want notification of plans for such visits. They could share some resources, such as maps.*
- *Self-guided tours require very careful supervision by chaperones.*

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**To find this document online visit**

**[www.mnprivatecolleges.org/publications/visit-guidance](http://www.mnprivatecolleges.org/publications/visit-guidance).**

**For a quick profile of each of these institutions, please visit**

**[www.mnprivatecolleges.org/our-colleges](http://www.mnprivatecolleges.org/our-colleges).**

**For a map showing locations, see the cover or visit**

**[www.mnprivatecolleges.org/how-plan/locations](http://www.mnprivatecolleges.org/how-plan/locations) for more details.**

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*This document has been prepared by the Minnesota Private College Council.  
If you have general questions or comments, please contact John Manning  
at [jmanning@mnprivatecolleges.org](mailto:jmanning@mnprivatecolleges.org).*

# Augsburg University

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: Medium</li> <li>- 6th-8th grade: Low (Not Likely)</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Group visits for 9th-12th graders are held on Wednesdays during the morning throughout the year, running approximately 90 minutes.</li> <li>- Thursday morning group visits are also available but are reserved for 11th-12th grade groups only.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups capped at 50.</li> <li>- Groups are required to have at least 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Decisions made on a first-come, first-served basis, as well as based on student behavior and chaperone support during previous visits.</li> <li>- It is not important that someone setting up the visit be on the visit. Know that you'll need to contact us at least two weeks before when you would like to visit.</li> <li>- Funds for lunch are extremely limited. Groups should plan to bring lunch, pay for or partially pay for lunch on campus.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made through Jack Hein, visit coordinator, at <a href="mailto:heinj@augsborg.edu">heinj@augsborg.edu</a> or 612-330-1784. The group visit request form will then be sent out.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Augsburg University is able to send staff to schools and access programs to talk with students, depending on location, age group and timing. It is possible that college students can do this as well.
Colleges have reps connect with students virtually, say through a video conference call	There is the possibility of staff and current college students doing this.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="http://www.augsburg.edu">www.augsburg.edu</a>.</p> <p>There are also admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.augsburg.edu/firstyear/events">www.augsburg.edu/firstyear/events</a>.</p>
Program or school staff lead students on a self-guided campus tour	<p>There is some comfort with K-8th grade groups coming to campus for a self-guided tour.</p> <p>For 9th-12th grade groups, the university prefers to offer a college-led tour, but the self-guided option could be an alternative if the university is unable to accommodate the group. A map or other material can be made available.</p>
Contact	To follow-up contact Jack Hein, operations coordinator, at <a href="mailto:heinj@augsborg.edu">heinj@augsborg.edu</a> or 612-330-1784.

# Bethany Lutheran College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: Medium</li> <li>- 6th-8th grade: Medium</li> <li>- K-5th grade: Medium</li> </ul>
Timing	- Group visits can be hosted throughout the year; for younger students, the school year is best.
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups are capped at 200.</li> <li>- Groups are required to have at least 1 chaperone for every 15 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of tours and presentations.</li> <li>- The more lead time before a proposed visit date the better for planning purposes.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- Meals may be available at a discount on a case-by-case basis.</li> </ul>
Contact	- Contact Dan Tomhave, campus visit coordinator, at 507-344-7451 or <a href="mailto:dtomhave@blc.edu">dtomhave@blc.edu</a> .
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Bethany Lutheran College has capacity to send college staff and college students to schools and access programs; staff are easier to send out than students.
Colleges have reps connect with students virtually, say through a video conference call	Bethany Lutheran College has capacity for this, with college staff as well as college students, with staff easier to arrange than students.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified through <a href="https://www.blc.edu/news-events">https://www.blc.edu/news-events</a>.</p> <p>There are admission-focused events on campus that students and families can participate in, including open houses. For more on these visit <a href="http://www.blc.edu/admissions/events">www.blc.edu/admissions/events</a>.</p>
Program or school staff lead students on a self-guided campus tour	The institution could consider having groups coming to campus for a self-guided tour, but it would prefer to offer a tour to visiting groups.
Contact	Contact Dan Tomhave, campus visit coordinator, at 507-344-7451 or <a href="mailto:dtomhave@blc.edu">dtomhave@blc.edu</a> .

# Bethel University

## Visit guidance:

Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: Medium</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Visits usually last two to three and a half hours.</li> <li>- For middle school students: Three visit day opportunities are offered in January.</li> <li>- For high school students: Most Tuesdays or Wednesdays during the academic year and most times during the summer; visits typically start at 9 a.m. or 12:30 p.m.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Maximum group size is generally 125 for high school groups.</li> <li>- Groups of middle schoolers are required to have at least 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits can include campus tours, information sessions and chapel.</li> <li>- Chaperones are expected to participate in the activities with the students.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- Groups are extended a discounted lunch rate of \$7.50/guest to eat in Monson Dining Center. The group or individual visitors can pay for this.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests can be made at <a href="http://www.bethel.edu/undergrad/admissions/visit/groups">www.bethel.edu/undergrad/admissions/visit/groups</a>.</li> </ul>

## Guidance on alternatives:

Colleges send reps to schools and access programs to talk with students	Bethel University is very interested in having college staff and students visit schools and access programs. The university would prioritize visits with high school-age students but would work to fulfill any invitation.
Colleges have reps connect with students virtually, say through a video conference call	This is a strong interest in doing this, with either college staff or college students participating.
Students / families learn about pre-existing events on campus that are open to the public	<p>For high school students and families, there are many potential events, from athletics to arts and Vespers service. Events can be found at <a href="http://www.bethel.edu/events">www.bethel.edu/events</a>.</p> <p>There are admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.bethel.edu/undergrad/admissions/visit">www.bethel.edu/undergrad/admissions/visit</a>.</p>
Program or school staff lead students on a self-guided campus tour	This is not an option.
Contact	Contact Joshua Perkins, assistant director of recruitment, at <a href="mailto:joshua-perkins@bethel.edu">joshua-perkins@bethel.edu</a> .

# Carleton College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 10th grade: High</li> <li>- 9th grade: Low</li> <li>- 6th-8th grade: None</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Visits last about two hours.</li> <li>- Most group visits will take place from May through early December, though exceptions may be granted at other times of the year.</li> <li>- Group visits are limited to business hours, Tuesday-Thursday.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups are capped at 45.</li> <li>- Groups are required to have at least 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of an information session and a student-led campus tour.</li> <li>- Groups should provide at least two weeks' notice for arranging their plans.</li> <li>- It is not important that someone setting up the visit be on the visit.</li> <li>- The Admissions Office can sometimes assist with the cost of food or transportation to campus, depending on the size of the group, as well as the date and length of the visit. Funding for food or transportation should be requested through the visit form filled out online; if approved, the Admissions Office will let you know.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests can be made at <a href="http://www.admissions.carleton.edu/register/groups">www.admissions.carleton.edu/register/groups</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Carleton College can send college staff to high schools and access programs to talk with students.
Colleges have reps connect with students virtually, say through a video conference call	This is possible for groups of high school students but the college prefers to host in-person visits.
Students / families learn about pre-existing events on campus that are open to the public	<p>For students in 10th grade and older and their families, there are many potential events, from athletics to weekly convocation talks. These general events can be identified and researched through <a href="http://carleton.edu/community/events">carleton.edu/community/events</a>.</p> <p>There are admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.carleton.edu/admissions/visit">www.carleton.edu/admissions/visit</a>.</p>
Program or school staff lead students on a self-guided campus tour	The institution is very comfortable with groups made up of 10th-12th graders coming to campus for a self-guided tour. A map to help with a self-guided group visit is available.
Contact	Contact Maureen Kerns, Administrative Assistant in Admissions, at <a href="mailto:mkerns@carleton.edu">mkerns@carleton.edu</a> .

# College of Saint Benedict / Saint John's University

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11-12 grade: High</li> <li>- 10th grade: Medium</li> <li>- 9th grade: Low</li> <li>- 6th-8th grade: None</li> <li>- K-5th grade: None</li> </ul>
Timing	- All requests will be considered on a case-by-case basis. We prefer Tuesdays, Wednesdays and Thursdays. A visit typically would last three hours (tours of both campus—one hour each, travel time between campuses, and a ½ hour presentation).
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Group visit size of 30 is the preference, but can accommodate more.</li> <li>- Groups are required to have 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- Paying for lunch can be requested but it is not guaranteed. We have limited funds. Up to \$300 can be allotted for lunch for groups.</li> </ul>
Contact	- Requests are made through Erik Aschenbeck, senior assistant director of admission, at <a href="mailto:eamaschenbeck@csbsju">eamaschenbeck@csbsju</a> and 320-363-5794. The group visit request form will then be sent out.
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	The College of Saint Benedict and Saint John's University are able to send staff to schools and access programs to talk with students, depending on location, age group and timing. It is possible that college students can do this as well.
Colleges have reps connect with students virtually, say through a video conference call	College of Saint Benedict and Saint John's University are able to have staff and college students do this.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="http://www.csbsju.edu">www.csbsju.edu</a>.</p> <p>There are also admission-focused events on campus that students and families can participate in. For more on these visit our website at <a href="http://www.csbsju.edu">www.csbsju.edu</a>.</p>
Program or school staff lead students on a self-guided campus tour	<p>There is some comfort with groups coming to campus for a self-guided tour, but the preference would be to have groups come when the college can host the visit.</p> <p>A map or other materials could be made available.</p>
Contact	To follow-up contact Erik Aschenbeck, senior assistant director of admission, at <a href="mailto:eamaschenbeck@csbsju">eamaschenbeck@csbsju</a> and 320-363-5794.

# The College of St. Scholastica

## Visit guidance:

Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: Medium</li> <li>- 6th-8th grade: Low</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Group visits are held on Tuesdays and Thursdays at 10 a.m. and noon during the school year; no exceptions are made.</li> <li>- Visits take approximately two hours.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Preference for groups at or under 50.</li> <li>- Groups are required to have 1 chaperone for 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of a campus tour, admission presentation and student panel.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- We do not have funds to cover meals or housing.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made through an online form available at: <a href="http://www.css.edu/visit">www.css.edu/visit</a> (select Group Visit).</li> </ul>

## Guidance on alternatives:

Colleges send reps to schools and access programs to talk with students	The College of Saint Scholastica is able to send staff to schools and access programs to talk with students, depending on location, age group and timing. It is possible that college students can do this as well.
Colleges have reps connect with students virtually, say through a video conference call	There is the possibility of staff and current college students doing this.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through the website, including at <a href="http://www.css.edu/about/news-center/st-scholastica-news.html">www.css.edu/about/news-center/st-scholastica-news.html</a> and <a href="http://www.css.edu/about/spotlight-arts-and-lectures.html">www.css.edu/about/spotlight-arts-and-lectures.html</a>.</p> <p>There are also admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.css.edu/undergraduate/undergraduate-traditional/admissions/visit-campus">www.css.edu/undergraduate/undergraduate-traditional/admissions/visit-campus</a>.</p>
Program or school staff lead students on a self-guided campus tour	<p>There is some comfort with groups coming to campus for a self-guided tour; the comfort would be greater with students in grades 9-12.</p> <p>A map or other material can be made available.</p>
Contact	To follow-up contact <a href="mailto:visitcss@css.edu">visitcss@css.edu</a> or Mary Meyer, admissions event specialist, at <a href="mailto:mmeyer@css.edu">mmeyer@css.edu</a> .

# Concordia College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: High</li> <li>- K-5th grade: Medium</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Visits last from 90 minutes to two hours.</li> <li>- Group visits are usually held Tuesday through Thursday and can be flexible regarding the time of day.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Maximum group size is generally 40.</li> <li>- Groups are required to have at least 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits generally consist of a student-led campus tour and an optional information session.</li> <li>- Chaperones are expected to handle behavior issues.</li> <li>- Concordia College will work with groups to set up a visit that works best for them; visits are arranged on a first-come, first-served basis.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- It is possible for the college to provide a meal for visitors; contact the office for more information.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests can be made at <a href="http://www.concordiacollege.edu/admission/campus-visits/group-visit">www.concordiacollege.edu/admission/campus-visits/group-visit</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Concordia College can send college staff to schools and access programs to talk with students. Having current students do this possible, depending on location and grade level.
Colleges have reps connect with students virtually, say through a video conference call	This is a possibility for college staff and current students.
Students / families learn about pre-existing events on campus that are open to the public	<p>For students and families, this depends on the age levels involved but there are many potential events, from athletics to arts. These general events can be found at <a href="http://www.concordiacollege.edu/events">www.concordiacollege.edu/events</a> or by calling the admission office at 800-699-9897.</p> <p>There are admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.concordiacollege.edu/admission/campus-visits">www.concordiacollege.edu/admission/campus-visits</a>.</p>
Program or school staff lead students on a self-guided campus tour	This is not an option.
Contact	Contact Ellen Halvorson, campus connections and experience coordinator, at <a href="mailto:halvor2@cord.edu">halvor2@cord.edu</a> or the admission office in general at 800-699-9897.

# Concordia University, St. Paul

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: Low</li> <li>- 6th-8th grade: Low</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Visits can be accommodated Monday through Friday at either 9:30 a.m. or 2 p.m.</li> <li>- Visits take approximately two hours.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups capped at 50 due to restrictions of our facilities.</li> <li>- Groups are required to have 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of a tour and an Admission and Financial Aid Information Presentation.</li> <li>- Visits are scheduled on a first-come, first-served basis until group visits slots are full. Scheduling for fall semester starts in August and scheduling for spring semester starts in January. The university can accommodate two group visits a week.</li> <li>- Chaperones are required to participate in all aspects of the group visits and are responsible for keeping the group together and respectful.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made through Kaelyn Bister at <a href="mailto:bister@csp.edu">bister@csp.edu</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Concordia University, St. Paul is able to send admission staff to schools and access programs to talk with high school students. Having admission staff do this is the preference, but the university has sent college students as well.
Colleges have reps connect with students virtually, say through a video conference call	There is the possibility of staff doing this.
Students / families learn about pre-existing events on campus that are open to the public	<p>Regarding general events, this would best be addressed by contacting Kaelyn Bister, campus experience coordinator, at <a href="mailto:bister@csp.edu">bister@csp.edu</a>.</p> <p>Regarding admission-focused events on campus that students and families can participate in, visit <a href="http://www.csp.edu/visit-concordia/schedule-a-visit">www.csp.edu/visit-concordia/schedule-a-visit</a>.</p>
Program or school staff lead students on a self-guided campus tour	The university prefers that groups do not visit campus on their own; please connect with the admission office to set up a group visit.
Contact	To follow-up contact Kaelyn Bister, campus experience coordinator, at <a href="mailto:bister@csp.edu">bister@csp.edu</a> .

# Gustavus Adolphus College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: None</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Visits are available Tuesday through Thursday. Visits can be held any time apart from holiday breaks, although there is preference to avoid October, November and March.</li> <li>- Morning visits are best after 9 a.m. and usually last three hours (including lunch). Any arrival time between 9 and 10:30 a.m. is preferred. Afternoon arrival times are between 1 and 2 p.m.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups are capped at 50.</li> <li>- Groups are required to have at least 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of a presentation by an admission counselor about Gustavus and the college and financial aid search process. Your tour would be given by a current Gustavus student. A Q&amp;A session with a panel of three to four students is also standard.</li> <li>- It is not important that someone setting up the visit be on the visit.</li> <li>- The institution is able to contribute to the cost of lunch, covering the remainder after a visiting group pays \$5 per meal per person.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests can be made through a form that is listed under “high school group visit” at <a href="https://gustavus.edu/admission/visit">https://gustavus.edu/admission/visit</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Gustavus Adolphus College has limited capacity to send college staff and college students to schools and access programs to talk with students.
Colleges have reps connect with students virtually, say through a video conference call	This hasn't been done, but it is a possibility.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="https://gustavus.edu">https://gustavus.edu</a>.</p> <p>There are admission-focused events on campus that students and families can participate in. For more on these visit our website at or ask admission staff for help (<a href="https://gustavus.edu/admission/contact">https://gustavus.edu/admission/contact</a>).</p>
Program or school staff lead students on a self-guided campus tour	<p>The institution is comfortable with groups made up of 9th-12th graders coming to campus for a self-guided tour.</p> <p>Maps and other resources are available to help with a self-guided group visit.</p>
Contact	Contact Dan Lee, admission counselor, at <a href="mailto:danlee@gustavus.edu">danlee@gustavus.edu</a> or 507-933-7603.

# Hamline University

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: None</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Tours are generally one hour and the admission information session is 45 minutes. Both can be shortened to 30 minutes if that is helpful.</li> <li>- There are designated group visit days and times that vary by semester, as they depend on student guide availability.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups are required to have at least 1 chaperone for 10 students.</li> <li>- Maximum group size is 40 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits generally consist of a student-led campus tour and an admission information session.</li> <li>- Chaperones are expected to help with group management.</li> <li>- Expectations for student behavior and preparation should be shared with students ahead of time; hopefully they'll come with appropriate questions.</li> <li>- It is very important that someone setting up the visit be on the visit.</li> <li>- Groups can elect to eat in the campus cafeteria or order a pizza lunch. Both of these options come at a cost per student; groups are responsible for covering this cost. Hamline is able to reserve a room on campus at no cost if groups would like to bring bagged lunches.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests can be made at <a href="http://www.hamline.edu/visit">www.hamline.edu/visit</a> and select "schedule a group visit."</li> <li>- If a group is 15 students or smaller and the stated dates and times are not working, there may be ways to make something work if you call the visit line at 651-523-2014.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	<p>Hamline University can send college staff to schools and access programs to talk with students generally in 9th-12th grades. Please contact Jen Olsen Kregel, director of undergraduate admissions, at <a href="mailto:jolsenkregel01@hamline.edu">jolsenkregel01@hamline.edu</a>.</p> <p>Hamline students can come out to visit with groups of 9-12th graders; two Hamline students have been trained for this, so advance notice is helpful. Please contact Lauren Loeffler, Hamline experience coordinator, at <a href="mailto:lloeffler01@hamline.edu">lloeffler01@hamline.edu</a>.</p>
Colleges have reps connect with students virtually, say through a video conference call	<p>This is a possibility for college staff and current students. Please contact Lauren Loeffler, Hamline experience coordinator, at <a href="mailto:lloeffler01@hamline.edu">lloeffler01@hamline.edu</a>.</p>
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. You can look for events that would be appropriate at <a href="http://www.hamline.edu/events-listing.html">www.hamline.edu/events-listing.html</a> and <a href="https://hamlineathletics.com">https://hamlineathletics.com</a>; if you have questions contact the organizers directly.</p> <p>There are admission-focused events on campus that 9th-12th grade students and families can participate in, including Fall Visit Days over MEA, several Just for Juniors events and Hamline Firsts events, which are for first-generation college students. For more on these options visit <a href="http://www.hamline.edu/undergraduate/admission/events.html">www.hamline.edu/undergraduate/admission/events.html</a>.</p>

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# Hamline University continued

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Program or school staff lead students on a self-guided campus tour

There is some comfort with groups coming to campus for self-guided tour. For 9th-12th grade groups, the university prefers to offer a college-led tour, but the self-guided option could be an alternative if the university is unable to accommodate the group. A campus map or other materials could be made available.

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Contact

See the contacts listed above.

# Macalester College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High, coordinated through Admissions Office</li> <li>- 10th grade: High, coordinated through Admissions Office</li> <li>- 9th grade: Medium, coordinated through Civic Engagement Center</li> <li>- 6th-8th grade: Medium, coordinated through Civic Engagement Center</li> <li>- K-5th grade: Medium, coordinated through Civic Engagement Center</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- For 11th and 12th grade: group visits are available year-round, except January, April and late May.</li> <li>- For 10th grade: Group visits are available year-round, except January, April and late May.</li> <li>- For K-9th grade: September 15 through April 15.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- For 10th-12th grade:               <ul style="list-style-type: none"> <li>• Group visit size is generally capped at 45.</li> <li>• Groups are required to have 1 chaperone for every 10 students.</li> </ul> </li> <li>- For K-9th grade:               <ul style="list-style-type: none"> <li>• Group visit size is capped at 35.</li> <li>• Groups are required to have 1 caring adult for every 10-12 students.</li> </ul> </li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits usually consist of a group information session and a campus tour, with additional programming available on a case-by-case basis.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- Chaperones are expected to help monitor behavior and address issues that may arise.</li> <li>- Meal tickets for the on-campus cafeteria may be available to group visits on a case-by-case basis.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- For 10th-12th grade: Contact Admissions to make a request through the online form available at <a href="http://admissions.macalester.edu/register/groupvisit">admissions.macalester.edu/register/groupvisit</a>.</li> <li>- For K-9th grade: Contact Opportunities Abound by emailing the Civic Engagement Center at <a href="mailto:CEC-collegeaccess@macalester.edu">CEC-collegeaccess@macalester.edu</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Macalester College is able to send staff to high schools and access programs to talk with students, depending on location, age group and timing. It is possible that current students working as Admissions Senior Interns could do this in the future. Contact <a href="mailto:admissions@macalester.edu">admissions@macalester.edu</a> to discuss.
Colleges have reps connect with students virtually, say through a video conference call	There is the possibility of staff and current college students doing this for high school students. Contact <a href="mailto:admissions@macalester.edu">admissions@macalester.edu</a> to discuss.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="http://events.macalester.edu">http://events.macalester.edu</a>.</p> <p>There are also admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.macalester.edu/admissions/visitcampus">www.macalester.edu/admissions/visitcampus</a>.</p>

# Macalester College continued

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Program or school staff lead students on a self-guided campus tour

There is comfort with high school groups coming to campus for a self-guided tour.  
A self-guided tour brochure, map or other material can be made available.

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Contact

When students are in 10th-12th grades: Email admissions at [admissions@macalester.edu](mailto:admissions@macalester.edu).  
When students are in 9th grade or younger: Email Opportunities Abound at [CEC-collegeaccess@macalester.edu](mailto:CEC-collegeaccess@macalester.edu).

# Minneapolis College of Art and Design

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: High</li> <li>- K-5th grade: Low</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- For 9th-12th grade: 30 minute to one hour presentation and a 45 minute tour.</li> <li>- For 6th-8th grade: 30 minute presentation only; tours not available.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- For 9th-12th grade: Group size capped at 30 for presentation and tour; other options possible for larger groups.</li> <li>- For 6th-8th grade: Group size capped at 20.</li> <li>- All groups are required to have 1 chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of a presentation and tour for 9th-12th grade; presentation only for 6th-8th grade.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- MCAD typically does not have funds to cover meals or housing; discounts may be given out.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made by sending a note to <a href="mailto:admissions@mcad.edu">admissions@mcad.edu</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	MCAD is able to send staff to schools and access programs to talk with students, depending on location, age group and timing. It is possible that college students can do this as well.
Colleges have reps connect with students virtually, say through a video conference call	There is the possibility of staff and current college students doing this.
Students / families learn about pre-existing events on campus that are open to the public	<p>For 9th-12th grades, gallery shows are a potential event for students and families. These can be identified and researched through <a href="https://mcad.edu/calendar">https://mcad.edu/calendar</a>. (Not appropriate for younger students.)</p> <p>There are also admission-focused events on campus that students and families can participate in. For more on these visit <a href="https://mcad.edu/admissions-and-aid">https://mcad.edu/admissions-and-aid</a>.</p>
Program or school staff lead students on a self-guided campus tour	Groups are not allowed to tour campus on their own.
Contact	To follow-up contact Mary Kazura, admissions director, at <a href="mailto:mkazura@mcad.edu">mkazura@mcad.edu</a> .

# Saint Mary's University of Minnesota

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: Medium</li> <li>- K-5th grade: Medium</li> </ul>
Timing	- Visits are available Monday through Saturday with advance notice for high school students; for younger students visits are available Monday through Friday.
Size and chaperone ratios	- Groups are required to have at least 1 chaperone for 10-15 students.
Other background	<ul style="list-style-type: none"> <li>- Visits must be arranged in advance; up to one group visit is held a week.</li> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- The institution is able to provide lunch for some groups focusing on high school students.</li> </ul>
Contact	- Contact JoAnn Frahm, campus visit coordinator, at 507-457-1700.
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	Saint Mary's University of Minnesota can send college staff and college students to schools and access programs; topics could include how to conduct a college search, advice on essay writing and other topics.
Colleges have reps connect with students virtually, say through a video conference call	This is a possibility, with both college staff and college students.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="http://www.smumn.edu">www.smumn.edu</a>.</p> <p>There are admission-focused events on campus that students and families can participate in. For more on these visit <a href="http://www.smumn.edu/admission/undergraduate">www.smumn.edu/admission/undergraduate</a>.</p>
Program or school staff lead students on a self-guided campus tour	The institution is not comfortable with groups coming to campus for a self-guided tour; it would want to provide the tour.
Contact	For campus visits contact JoAnn Frahm, campus visit coordinator; for other options contact Dan Meyer, vice president for enrollment. Both can be reached at 507-457-1700.

# St. Catherine University

## Visit guidance:

Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: Medium</li> <li>- 6th-8th grade: None</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Group visits for 11th-12th graders can be held throughout the year except university breaks, finals and holidays. Visits for 9th-10th graders are best done in the summer.</li> <li>- Visits usually take one to two hours if campus tour is included.</li> <li>- Requests for visits should be made at least two to four weeks in advance.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups capped at 30.</li> <li>- Groups are required to have at least one chaperone for 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits are for young women only.</li> <li>- First priority is 11th-12th graders, second priority is 9th-10th graders based on availability.</li> <li>- Decisions made on a first-come, first-served basis, as well as based on student behavior and chaperone support during previous visits.</li> <li>- It is preferred but not required that someone setting up the visit be at the visit.</li> <li>- Groups should plan to bring lunch or pay for lunch on campus. On-campus catering can work with program in advance to order lunch or can eat in the student dining hall.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made through Campus Visit Coordinators at <a href="mailto:admissions@stkate.edu">admissions@stkate.edu</a> or 651-690-8850. The group visit request form will then be sent out.</li> </ul>

## Guidance on alternatives:

Colleges send reps to schools and access programs to talk with students	St. Catherine University is able to send staff to schools and access programs to talk with students who in most cases are in 9th-12th grades. It is possible that college students could accompany staff on a school visit.
Colleges have reps connect with students virtually, say through a video conference call	St. Catherine University has the possibility of admission counselors doing this.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="http://www.stkate.edu/news-and-events/events">www.stkate.edu/news-and-events/events</a>.</p> <p>There are also admission-focused events on campus that students (10th-12th grades) and families can participate in. For more on these visit our website at <a href="https://www.stkate.edu/admissions/visit/traditional-undergraduate-campus-visit">https://www.stkate.edu/admissions/visit/traditional-undergraduate-campus-visit</a>.</p>
Program or school staff lead students on a self-guided campus tour	<p>There is some comfort with groups coming to campus for a self-guided tour with appropriate chaperones, but the preference would be to have groups come when the college can host the visit.</p> <p>A campus map or other materials could be made available.</p>
Contact	To follow-up contact visit coordinators at <a href="mailto:admissions@stkate.edu">admissions@stkate.edu</a> or 651-690-8850.

# St. Olaf College

<b>Visit guidance:</b>	
Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High</li> <li>- 9th-10th grade: High</li> <li>- 6th-8th grade: Medium</li> <li>- K-5th grade: None</li> </ul>
Timing	<ul style="list-style-type: none"> <li>- Group visits are held on Tuesdays (9:30 a.m. and 1:30 p.m.), Wednesdays (9:45 a.m. and 1 p.m.) and Thursdays (9:30 a.m. and 1:30 p.m.).</li> <li>- Group visit schedule includes an hour campus tour, 30 minutes info session, and 15 minutes student panel.</li> </ul>
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Group visit size is capped at 60.</li> <li>- Groups are required to have one chaperone for every 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- It is important that someone setting up the visit be on the visit.</li> <li>- A signed group visit agreement form is required.</li> <li>- St. Olaf can provide lunch for 11th and 12th graders in the fall and 10th, 11th and 12th graders during the spring.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- Requests are made through an online form available at: <a href="https://admissions.stolaf.edu/portal/group">admissions.stolaf.edu/portal/group</a>.</li> </ul>
<b>Guidance on alternatives:</b>	
Colleges send reps to schools and access programs to talk with students	St. Olaf College is able to send staff to schools to talk with students, depending on location, age group and timing.
Colleges have reps connect with students virtually, say through a video conference call	St. Olaf prefers a face-to-face interview/conversation. If not possible, our admissions staff can connect with students via phone interview or Skype. This is scheduled based on both the student and officer's availability.
Students / families learn about pre-existing events on campus that are open to the public	There are admission-focused events on campus that students and families can participate in. For more on these visit <a href="https://wp.stolaf.edu/admissions/plan-a-visit">wp.stolaf.edu/admissions/plan-a-visit</a> .
Program or school staff lead students on a self-guided campus tour	This is discouraged; the preference is for campus tours be guided by our trained student tour guides.
Contact	To follow-up contact Marie New, director of enrollment operations, at <a href="mailto:new@stolaf.edu">new@stolaf.edu</a> or 507-786-3831.

# University of St. Thomas

## Visit guidance:

Capacity to host campus visits	<ul style="list-style-type: none"> <li>- 11th-12th grade: High, coordinated through Admissions Office</li> <li>- 9th-10th grade: Medium, coordinated through Admissions Office</li> <li>- 6th-8th grade: Low, coordinated through St. Thomas Volunteer Center</li> <li>- Kth-5th grade: Low, coordinated through St. Thomas Volunteer Center</li> </ul>
Timing	- Group visits can be hosted on Tuesday through Thursday on the St. Paul campus during certain weeks of the year. Visit <a href="http://www.stthomas.edu/fr/visit/groupvisits">www.stthomas.edu/fr/visit/groupvisits</a> for more details.
Size and chaperone ratios	<ul style="list-style-type: none"> <li>- Groups up to 80, but we work with groups on a case by case basis.</li> <li>- Groups are required to have at least 1 chaperone for 10 students.</li> </ul>
Other background	<ul style="list-style-type: none"> <li>- Visits consist of a 30-minute admissions presentation and a one-hour campus tour.</li> <li>- Requests will be reviewed on a first-come, first-served basis. The institution hosts a maximum of two group visits a week.</li> <li>- It is very important that someone setting up the visit be on the visit.</li> <li>- The institution does not pay for transportation or meals.</li> <li>- Visit <a href="http://www.stthomas.edu/fr/visit/groupvisits">www.stthomas.edu/fr/visit/groupvisits</a> for more details.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>- For 9th-12th grade: Requests can be made through <a href="http://www.stthomas.edu/fr/visit/groupvisits">www.stthomas.edu/fr/visit/groupvisits</a>.</li> <li>- For K-8th grade: Requests can be made to the St. Thomas Volunteer Center at <a href="mailto:community@stthomas.edu">community@stthomas.edu</a> or (651) 962-5262.</li> </ul>

## Guidance on alternatives:

Colleges send reps to schools and access programs to talk with students	University of St. Thomas has some capacity to send college staff and college students to schools and access programs to talk with students in 11th-12th grades. Please contact <a href="mailto:admissions@stthomas.edu">admissions@stthomas.edu</a> to discuss.
Colleges have reps connect with students virtually, say through a video conference call	University of St. Thomas has some capacity for this for students in 11th-12th grades, with college staff as well as college students. Availability would depend on the time of year and the school. Please contact <a href="mailto:admissions@stthomas.edu">admissions@stthomas.edu</a> to discuss.
Students / families learn about pre-existing events on campus that are open to the public	<p>There are many potential events for students and families, from athletics to the arts. These general events can be identified and researched through <a href="https://news.stthomas.edu/">https://news.stthomas.edu/</a>.</p> <p>There are admission-focused events on campus that students (10th-12th grades) and families can participate in. For more on these visit our website at <a href="https://www.stthomas.edu">https://www.stthomas.edu</a>.</p>
Program or school staff lead students on a self-guided campus tour	<p>The institution is comfortable with groups made up of 10th graders and younger coming to campus for a self-guided tour. (For students in 11th-12th grades, the institution would prefer to host the group.)</p> <p>Maps and an online tour are available to help with a self-guided group visit.</p>
Contact	Contact Kate Sabbann, Manager of Visits & Events, at <a href="mailto:admvisit@stthomas.edu">admvisit@stthomas.edu</a> .

To find this document online visit  
[www.mnprivatecolleges.org/publications/visit-guidance](http://www.mnprivatecolleges.org/publications/visit-guidance).

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MINNESOTA  
PRIVATE  
COLLEGE  
COUNCIL

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