

Thank you for your interest in bringing your students to visit Oregon Tech Portland-Metro!

Below are our group policies and expectations. Please read through to ensure that your group has the best possible experience.

Policies

- Groups should be limited to a maximum of 40 individuals unless approved by Admissions. Our campus is *very* small and we have *very* limited capacity.
- Groups must have no less than 1 chaperone for every 10-15 students.
- Visit itineraries are contingent upon the availability of student ambassadors, admissions staff, campus partners, and classroom space.
- Oregon Tech Portland-Metro is able to accommodate high school students and above.
- If you wish to schedule tours or presentations with other departments on campus, please contact Admissions to schedule these for you.
- You must notify Admissions with any changes to your visit **at least 48 hours in advance**. Please note: any changes in number of people attending, as well as times of arrival or departure, may affect presentations and tours offered.

Expectations

- Please do your best to arrive at the specified check-in time.
- If your group **arrives late**, your visit itinerary may be changed at the discretion of the Admissions staff. Our Tech Ambassadors are current students and may not be available beyond the scheduled time.
- If your group **arrives early**, you may be asked to wait in our designated tour waiting area until your scheduled check-in time.
- Chaperones must stay with the group at all times during the tour and presentation, and are responsible for monitoring the behavior of their students.
- Please set expectations with students prior to your visit. Students should be respectful toward the student ambassadors and presenters; as well as our institution, campus, and community. Our ambassadors reserve the right to end a tour at any point due to inappropriate behavior.
- During presentations and the tour, students should have all electronic devices silenced and put away.
- Visits are more beneficial if the group comes prepared with questions!
- Have fun!

Please note: Failure to abide by these policies and/or meet expectations may affect future visits from your school or organization.