



Campus Visit Request Form

Thank you for your interest in Fulton-Montgomery Community College. We are excited to welcome your group to our campus. In order to provide you with customized tour of our campus, we ask that you complete the Group Campus Visit Request form below.

Visit Request - Group Visits require 2 weeks advance notice.

Tours are available Monday – Friday between the hours of 9:00 am to 2:00 pm

1 st Choice	Tour Date: ____/____/____	Arrival Time: ____	Departure Time: ____
2 nd Choice	Tour Date: ____/____/____	Arrival Time: ____	Departure Time: ____
3 rd Choice	Tour Date: ____/____/____	Arrival Time: ____	Departure Time: ____

Select all that apply:

Presentations

☐ General Information about SUNY FMCC (20 minutes) ☐ College Preparation (30 min)
(Suggested for grades 10 & 11)

Tours & Dining

☐ Campus Tour ☐ Dine on Campus ☐ Other (Provide description below)
(Costs paid by visiting group)

Give us a brief description of what you wish to accomplish from visiting our campus:

School/Organization Information

School Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Chaperone Cell (____) _____ **A cell phone number is required for the chaperone to communicate with the Admissions office while in transit.**

Email _____

Student Information

Number of Students Visiting: _____ Number of Chaperones: _____

Estimated number of visiting students in each grade level:

____ 7th/8th ____ 9th ____ 10th ____ 11th ____ 12th ____ Transfer

I certify that all the information above is accurate. Should any of the information change, I will notify the Admissions Office at Fulton-Montgomery Community College prior to my visit. I understand that certain changes could result in altering of the program and/or cancellation of the visit.

Signature: _____

Date: _____



Group Visit Student Code of Conduct Form

Guests who visit Fulton-Montgomery Community College become members of our community for the duration of the visit. Ours is a community that demands individuals balance freedom with the respect for the rights of others. Outlined below are guidelines expected of any member of our community. Please review and sign this waiver to acknowledge compliance with these policies and procedures.

- During presentations given by Fulton-Montgomery Community College staff, faculty or students, guests will respect and not interrupt or distract presenter by shouting or talking aloud to other students.
- All participants in a Fulton-Montgomery Community College Group Visits must stay with Ambassador during tours. Any student who needs to leave tour must return to the Office of Admissions or transportation provided by school/community group. These students must be accompanied by an adult chaperone from the school or organization.
- Electronic devices such as MP3 players, pagers and games should not be brought to presentation or on tour. Cell phones, if needed, should be silenced for duration of visit.
- Use of profanity or foul language will result in expulsion of presentation and/or tour.
- Should your group have a schedule change/conflict be sure to notify the Office of Admissions at least one day prior to your scheduled visit. Groups that do not notify the Office of Admissions of their cancellation will not be granted a future visit.

TO BE SIGNED BY GROUP REPRESENTATIVE

I have read the above policies and have discussed them with my students. I agree to follow these rules during my visit to Fulton-Montgomery Community College. I understand that if we do not abide or enforce students under our supervision, it may affect the possibility of our school/organization participating in future visits.

School/Organization (please print): _____

Name of Group Chaperone (please print): _____

Signature of Group Chaperone: _____ Date: _____

Please submit your request and code of conduct form to: geninfo@fmcc.suny.edu or fax to 518-762-8011