

San Juan College Tour Agreement

Thank you for your interest in San Juan College. We look forward to presenting our campus to you. Your campus visit will introduce you to life at San Juan College, our academics, programs, clubs, activities and beautiful facilities.

There are so many educational and career opportunities available to students through higher education. We hope that by presenting a concise, interesting tour geared toward your student's needs, they will be inspired with all the career possibilities we have to offer. We also hope to remove some of the anxiety and fears that prevent students from furthering their education.

The first step to requesting a tour is to fill out the "Tour Request Form" below. In order to assure we can accommodate your request, the completed Official Tour Request Form must be faxed (505-566-3500), mailed (4601 College Boulevard, Farmington, NM 87402 – attn: Abby Calcote), or emailed (calcotea@sanjuancollege.edu - emailing is our preference) to our office **at least 2 weeks before your expected tour date**. If we do not receive the completed form before the 2 week deadline, we cannot guarantee you a tour.

Once we have received your request, we will schedule your tour and send you a confirmation email with confirmation number. **If you have not received confirmation at least 5 days before your tour, please contact Abby Calcote at 505-566-3572 to verify that your tour has been scheduled.** Please note, a phone conversation is not considered confirmation. You will be required to present your confirmation letter at the time of the tour.

We look forward to seeing you!

SAN JUAN COLLEGE

OFFICIAL TOUR REQUEST FORM

(PLEASE PRINT)

San Juan College only gives tours to groups of 5 or more

School/Group Name: _____ Date Request Submitted: _____

Requestor's/Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Number of Students: _____ Number of Advisors: _____
(20 students per tour, maximum) (1 adult per 10 students minimum required)

Grade(s) of Students: _____

Students with disabilities? YES / NO (Please circle)

ALL TOURS ARE 1 ½ HOURS IN LENGTH AND INCLUDE THE FOLLOWING:

Student Services, Native American Center/Multi Cultural Center, Library,
Student Activities, Dining Area, Student Success Center, and the Health and Human Performance Center.

In addition to these general areas of campus, you may choose up to 3 specific programs you would like to see.

- | | |
|---|---|
| <input type="checkbox"/> Child and Family Development Center | <input type="checkbox"/> Trades and Technology Building |
| <input type="checkbox"/> Cosmetology | <input type="checkbox"/> Henderson Fine Arts |
| <input type="checkbox"/> Nursing/Dental Hygiene/Physical Therapist Programs | |
| <input type="checkbox"/> School of Health Sciences Simulation Center | |

Tours are available on Monday, Wednesday, Friday ONLY

Tour start times are:

9:00 am -OR- 1:00 pm

Due to Tour Ambassador's schedules, days and times tours are available are subject to change on a semester basis.

Requested Date and Time for Tour

Preference #1 Date: _____ Time: _____

Preference #2 Date: _____ Time: _____

***NOTE: Please arrive at least 5 minutes before your scheduled time in order to assure a full tour.**
If at any time your Tour Ambassador believes that your group is engaging in indecent, boisterous or unreasonably loud or similar disorderly conduct that causes interference with members of the college in the performance of their normal duties and activities or disturbs the peace or the orderly process of education on campus they have the right to end the tour immediately.

I have read and agree to comply with the "San Juan College Tour Agreement"

Name/Signature

Date

Office Use Only

Confirmation Date:

Reserved by:

Please return this form ASAP to the Admissions Office, Attn: Abby Calcote

Mail: 4601 College Blvd. Farmington, NM 87402 **Fax:** (505) 566-3500

If you have any questions, please call (505) 566-3572 or e-mail calcotea@sanjuancollege.edu