



Family/Individual Tour Guidelines

Thank you for your interest in visiting South Carolina State University! Tour Requests are accommodated on a first-come, first-served basis and require a reservation. A member of the recruitment staff will contact you within 3 to 5 working days upon the submission of this request. If you have any questions contact us at (803) 536-8408/803-536-7186 or campustours@scsu.edu Monday – Friday 8:30 am – 5:00 pm.

Group Size

1-9 persons

Times

Tuesday through Thursday 9:30 am, 11:00 am and 1:00 pm

(Note: Tours are not available during Spring Break, Thanksgiving, Christmas, Honors and Awards Convocation, Veterans Appreciation Day, Martin Luther King Jr. Day, Mid-Term and Final Exams. (see Academic Calendar link: <http://www.scsu.edu/admissions/registrarsoffice/academiccalendars.aspx>)

Tour

Family/Individual tours begin at the Office of Admissions and Recruitment, which is located in Crawford Zimmerman Building Suite 107. All visitors must check-in at either Guard Shack to obtain a visitor parking permit and they are located at the Magnolia Street and Chestnut Street entrances. Parking permits are to be returned to Guard Shack upon departure.

Tours are approximately 1 hour and includes a 15 minute presentation followed by a 45 minute walking tour to include the Kirkland W. Green Student Center and a glimpse into our prestigious buildings unless a customized tour is requested. This is an outdoor walking tour so please dress comfortably for walking the entire hour. Tours may be shortened or cancelled because of weather conditions.

Residence Hall tours are contingent upon availability and must be requested at the time of scheduling. All visitors must be 16 years of age and older.

If any special request or accommodation for a disability is needed, please let the campus tour coordinator know at the time of the tour request so we can be fully prepared on tour day.

We require two weeks notice for all family/individual visits and visitors are encouraged to have multiple date options when scheduling a tour. No tours will be scheduled on weekends or when the campus is closed for holidays or breaks. You will receive an email regarding your request within three to five working days. Please make sure you provide a good contact number and email address.

Cancellation

Notice of at least two business days is required when canceling or rescheduling a tour in order to allow for our staff and student volunteers to reschedule; our guides are volunteers who take time out of their class schedules to share their love of SC State University.

Please plan to arrive on campus 10 to 15 minutes prior to the scheduled tour time. Late arrival of 20 minutes or more will result in cancellation and must be rescheduled. ***Tours are not guaranteed until an email confirmation is received from The Office of Admission and Recruitment.*** Please make sure you provide a good contact number and email address.

Dining

If you desire to dine on campus, please contract directly with our food service provider by calling 803-536-8467 or 803-533-3625. Lunch arrangements for dining on campus must be made two weeks prior to your confirmed visit. Please understand that lunch is a separate activity from the campus tour and is not included within your designated tour time.

Parking

Limited visitor parking is available near Crawford Zimmerman Building, and additional parking can be found in nearby lots (you may park in any space except those designated as faculty/staff, handicap, or reserved). All visitors must stop at the Guard Shack to obtain a visitor parking permit. Parking permits are to be returned to Guard Shack upon departure.

Important Reminders

All tours require a reservation. Please allow 3 to 5 working days for the processing of your request. ***Tours are not guaranteed until an email confirmation is received from The Office of Admission and Recruitment.*** Please make sure you provide a good contact number and email address.

Weather is unpredictable! Please look at the Orangeburg, South Carolina, weather prior to your arrival. Please wear comfortable shoes and bring an umbrella and water bottle with you, depending on the weather! Tours may be shortened or cancelled because of weather conditions.

If a visitor(s) is disruptive or rude, the tour guide and/or Campus Tour Coordinator reserves the right to end the tour. Our guides are volunteers who take time out of their class schedules to share their love of SC State University. Please treat them with respect. The SC State University Office of Admissions and Recruitment staff reserve the right to deny any future requests if policies are not adhered to.



CAMPUS TOUR REGISTRATION

Family/Individual

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Requested Date _____ Time _____

Number of people attending (including student(s)) _____

Student's Name: Last _____ First _____ Middle _____

Address: Street _____ City _____ State _____ Zip _____

Phone: Home _____ Cell _____

Email: _____

Name of High School Student is Currently Attending _____

City _____ State _____ Zip _____

High School Graduation Date _____

Intended Academic Major _____ Undecided _____

I plan to begin college in Year _____ Semester 20____

Are you transferring from another college/University? Yes____ No____

I would like to visit a residential hall? Yes____ No____

*Note: Residence Hall tours are contingent upon availability and must be requested at the time of scheduling. All visitors must be 16 years of age and older.

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TOUR SCHEDULE

Family/Individual and Group Tour Schedule

Tours are scheduled **Tuesday – Thursday** beginning at **9:30 am, 11:00 am and 1:00 pm** as the last scheduled tour:

September	10, 2019 – October 3, 2019
October	22, 2019 – November 21, 2019
January	21- February 27, 2020
March	17 – April 29, 2020
Summer Tours:	May 21-May 23 and May 28- July 25, 2019

Elementary and Middle School Tour Schedule

Tours are scheduled **Monday** beginning at **9:00 am and 11:00 am** as the last scheduled tour:

September 2019	9, 16, 23 and 30
October 2019	7, 21 and 28
November 2019	4, 11 and 18
January 2020	27
February 2020	3, 10, 17 and 24
March 2020	23 and 30
April 2020	6, 13, 20 and 27
May 2020	

Tours will not be offered during these times and dates are considered “black out” dates and will not appear as an option on the scheduling calendar:

May 27, 2019	Monday	Campus closed
July 4, 2019	Thursday	Campus closed
October 5- October 9, 2019	Saturday – Wednesday	Mid-Term Examinations
October 13-October 20, 2019	Sunday -Sunday	Homecoming Week
November 7, 2019	Thursday	Veterans Appreciation Day
November 24-December 1, 2019	Sunday-Sunday	Thanksgiving Holidays
December 3-December 7, 2019	Tuesday -Sunday	Final Examinations
December 7 - January 21, 2019-2020	Christmas Break and Dr. Martin Luther King, Jr. -no classes	
March 4- March 7, 2020	Wednesday- Saturday	Mid-Term Examinations
March 8-March 15 , 2020	Sunday- Sunday	Spring Break -no classes
March 31, 2020	Tuesday	Honors and Awards
Convocation		
April 30- May 7, 2020	Thursday- Thursday	Final Examinations
May 8 – May 20, 2020	Commencement and Summer Break	
May 27, 2020	Wednesday	Campus closed
July 3, 2020	Friday	Campus Closed