



COLLEGE OF  
VETERINARY MEDICINE

# College of Veterinary Medicine Policies and Procedures

Subject: **CVM Visitation Procedure for  
Scheduled Tours**

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## CVM Visitation Procedure for Scheduled Tours

Tours of the College of Veterinary Medicine are arranged by the CVM Office of Outreach and Communications and the Office of Student Admissions and provided by CVM personnel as their schedules allow. Tours for prospective students (high school juniors/seniors and college students) are to be arranged by the Office of Student Admissions. All other tours will be scheduled with the Marketing and Events Coordinator.

1. All tours must be scheduled at least one week in advance. Tours will be provided only as personnel schedules allow. Tours may be scheduled Monday through Friday. There may be extenuating circumstances that preclude certain areas from being included on the tour.
2. Walk-in or drop-in visitors to the CVM and clients in the Animal Health Center may request tours. Although we will attempt to accommodate their requests, tours will only be provided if personnel in Student Admissions or the Animal Health Center are available. Otherwise, these visitors should be encouraged to schedule a tour at a later date.
3. Tours are limited to persons 12 years old and older. The College of Veterinary Medicine hosts an annual Open House in April of each year, when special accommodations are made to enable younger children to visit and tour the College.
4. Tour groups (Office of Outreach and Communications only) are limited to 45 persons (safety concerns). Large groups must be divided into groups of 15 or less and accompanied by CVM personnel. CVM personnel reserve the right to restrict tour areas.
5. Out of respect for the privacy of our clients and the safety of our patients and personnel, no photography (cameras, cell phones, video cameras) is allowed in Animal Health Center areas. Cell phones must be placed in silent or off position.
6. To avoid interference with our educational mission, tours cannot be scheduled during exams, ECFVG, or other scheduled special programs or events.
7. Clients and visitors should be aware that this is a teaching and animal hospital facility, not a zoo. It is possible that they may not see any animals on their tour.
8. Usually, a tour includes a brief history of the college and a walk-through of a classroom, a student laboratory, and designated areas of the Animal Health Center.

Approved: \_\_\_\_\_

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Date