



# Please Carefully Read the Following **Group Tour Confirmation Packet**

We appreciate your cooperation and are happy that your group is  
visiting the Georgia State University campus!

If you have any questions or concerns, please contact the group tour coordinator,  
Jana Fleming, at [jfleming@gsu.edu](mailto:jfleming@gsu.edu) or (404) 413-2065.

**Georgia State University Welcome Center  
Group Tour Confirmation**

Greetings from Georgia State University,

Thank you for your online request for a campus visit of Georgia State University. **Your group of 13 students and 15 chaperones has been confirmed for a campus tour at 9:45am and a 45-minute information session at 10:45am on Tuesday, July 31st, 2012.** Please check in with us 15 minutes prior to your scheduled event time so that we can begin your tour promptly. Attached you will find driving directions to campus and to the Welcome Center. **Please print these directions and bring them with you as you will need to refer to them on the day of your visit.** If you are arriving by bus to campus, the driver will need to unload the students at the Student Center. Upon your arrival, please contact the Welcome Center at (404) 413-2063 and a tour guide will meet your group.

*Please note, there is no on-campus parking for buses. Please refer to the attached directions for information on bus parking on page 4.*

**In order to complete and confirm your reservation, please read, sign and return the attached *Expectations for Special Group Tour Form* via fax to (404) 413-2064, no later than Wednesday, 7/25. Form is found on Page 4 of the packet. If your Expectations Form has not been received by 7/25, please note that it will be assumed that your group will not be visiting Georgia State, and your confirmed reservation will be canceled.**

Chaperones are responsible for making sure that the group is respectful and keeps up with the tour guides. Welcome Center staff wishes to provide you with an enjoyable experience, but reserves the right to cancel any tour at any time due to inappropriate or rude behavior.

If you are interested in dining on campus, there are three options for your group. We have new eating facilities in the Freshman Dining Hall and Piedmont North Dining Hall that both offer a variety of buffet-style options. To pre-arrange eating at either of these facilities, please contact Suzanne Paltz, Dining Hall Manager, at [spaltz@gsu.edu](mailto:spaltz@gsu.edu) or call (404) 413-9673. You can also pre-arrange and purchase meal tickets at any price, in advance with Panther Dining in our other eating facilities on campus. Please call (404) 413-9601. These meal tickets can be used at the Courtyard in the Student Center or the Panther's Club in the University Center. For descriptions of Panther's Club and the Courtyard, please visit <http://gsu.edu/pantherdining/>. You can also have your students bring cash and go through the food lines upon arrival.

In the event that you need to cancel your visit, please notify the Welcome Center as soon as possible. Additionally, if the number of people in your group changes and will be different from your original number, please notify us at least one week prior to your scheduled visit. This will assist us in making sure to assign you with the appropriate number of tour guides.

Please note that it is extremely important to remain on schedule, as the Welcome Center also accommodates additional campus tours throughout the day. If you arrive more than 15 minutes late, either the walking tour or the information session will be shortened or canceled. If your group is running late, please notify the Welcome Center at (404) 413-2063 as soon as possible.

We look forward to seeing you at GSU!

Jana Fleming, Information Specialist  
Welcome Center

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## Georgia State University Welcome Center Expectations for Special Group Tours

The Welcome Center at Georgia State University strives to provide a welcoming environment and lasting first impression to those interested in our educational community. A list of expectations is put in place to ensure that your group enjoys and gets the most out of their campus visit. **To complete your group tour confirmation, please review the below expectations, sign, and return to the Welcome Center via fax at (404) 413-2064 or e-mail attachment to [jfleming@gsu.edu](mailto:jfleming@gsu.edu). You must also complete the Student Information spreadsheet.** Forms and spreadsheets are **due one week in advance** from your scheduled date and the Welcome Center reserves the right to cancel your tour if the form and/or spreadsheet has not been submitted on time.

### Expectations for Special Group Tours

***Please bring a copy of your group tour confirmation packet with you on the day of your visit. Confirmations for group tours are sent via email and contain important driving and parking directions.*** Please print Confirmation packet and make copies for chaperones as necessary. Your confirmation includes directions to campus, where to meet your tour guide, where to park vans and buses, how to contact the Welcome Center, and confirmed times of your information session and/or campus tour.

***Please be on time for your scheduled campus visit.*** In addition to special group tours, the Welcome Center also hosts daily information sessions and campus tours for the general public in the morning and afternoon. Please arrive 20-30 minutes prior to your scheduled visit to allow group members to unload the van/bus, go to the restroom, etc. ***If your group arrives later than the confirmed and scheduled time, your campus tour and/or information session will be shortened or canceled.***

***If you need to cancel your visit, please call the Welcome Center at (404) 413-2063.*** Arrangements for tour guides and meetings rooms are made in advance, so professional courtesy is appreciated. Groups who are “no shows,” and do not contact the Center in advance will risk denial of future campus visit requests.

***Each organization is required to provide one chaperone for every 20 prospective students/visitors in the group.*** We ask that you “pre-group” your groups of 20 with chaperones, prior to arrival. Chaperones should be with their group at all times. Do not leave your group. Chaperones should also maintain an attentive and engaging attitude while touring with students.

***It is the responsibility of the chaperone(s) to monitor the group and make sure that individuals keep up with and respectfully listen to the tour guide and Admissions Counselor, and behave appropriately while on campus.*** A Welcome Center tour guide will facilitate your tour and an Admissions Counselor will provide a presentation on university information. Chaperones should help to maintain a pleasant touring atmosphere for both the group and the tour guide(s).

***The Welcome Center and Admissions staff reserves the right to cancel a group’s visit (before or during the visit) due to inappropriate or rude behavior from students and/or chaperones*** (e.g. talking during tours and/or not listening, interrupting speakers, inappropriate language toward presenters, rowdiness, making inappropriate advances towards Georgia State staff, etc). Inappropriate group behavior can result in denial of future campus visit requests.

I have read and agree to abide by the *Expectations for Group Tours*. I understand that my group tour of Georgia State University is not confirmed until this document is signed and sent to the Welcome Center.

***\*The signature below must be that of the chaperone accompanying the group on the day of the visit.***

Name (Print): \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_ Date of Visit \_\_\_\_\_



## DIRECTIONS TO THE STUDENT CENTER

**\*Please note that the Welcome Center and Admissions is not responsible for city of Atlanta or campus parking tickets. Please do not leave your school bus/ vehicle unattended.**

### **I-85/I-75 Northbound**

Take Exit #246 (Central Avenue/Fulton Street). Go right of the exit and at the first traffic light turn right on Fulton Street. Follow Fulton Street to Capitol Avenue and turn left. Follow Capitol Avenue to Gilmer Street and turn left. The Student Center is on the left.

**To park a bus:** Go to the first traffic light and turn left on Courtland Street. Go to the second traffic light and turn right on Martin Luther King Jr. Boulevard. Go to the first traffic light and turn right on Central Avenue. Park the bus on the right side of the street near the former World of Coca Cola and Johnny Rockets.

**To return to the Student Center,** follow Central Avenue to the fourth traffic light and turn right on Gilmer Street. Cross Courtland Street and the Student Center will be on the right.

### **I-85/I-75 Southbound**

Take Exit #249 A (Courtland Street/Georgia State University), a one-way street. Follow Courtland Street to Gilmer Street and turn left. The Student Center is on the right.

**To park a bus:** Follow Gilmer Street to Piedmont Avenue and turn left. Go to the first traffic light and turn left on Edgewood Avenue. Go to the first traffic light and turn left on Courtland Street. Go to the third traffic light and turn right on Martin Luther King Jr. Boulevard. Go to the first traffic light and turn right on Central Avenue. Park the bus on the right side of the street near the former World of Coca Cola and Johnny Rockets.

**To return to the Student Center,** follow Central Avenue to the fourth traffic light and turn right on Gilmer Street. Cross Courtland Street and the Student Center will be on the right.

### **I-20 Westbound**

Take Exit #58 A (Capitol Avenue). Turn right on Capitol Avenue. Follow Capitol Avenue to Gilmer Street and turn left. The Student Center is on the left.

**To park a bus:** Go to the first traffic light and turn left on Courtland Street. Go to the second traffic light and turn right on Martin Luther King Jr. Boulevard. Go to the first traffic light and turn right on Central Avenue. Park the bus on the right side of the street near the former World of Coca Cola and Johnny Rockets.

**To return to the Student Center,** follow Central Avenue to the fourth traffic light and turn right on Gilmer Street. Cross Courtland Street and the Student Center will be on the right.

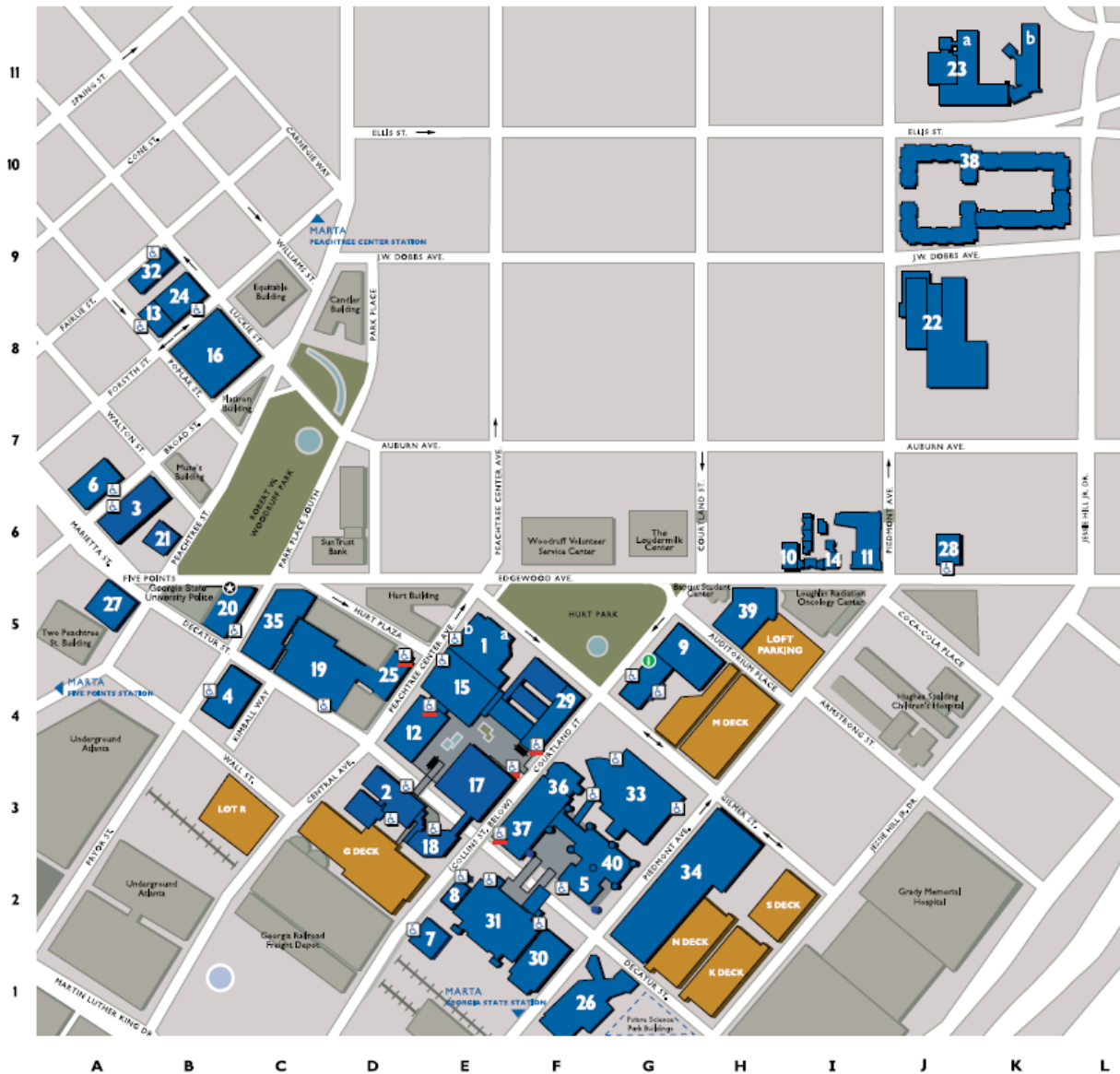
### **I-20 Eastbound**

Take Exit #56 B (Spring/Windsor Streets). Go straight on the exit ramp to the third traffic light and turn left on Central Avenue. Follow Central Avenue to Gilmer Street and turn right. Go through the light at Courtland Street and the Student Center is on the right.

**To park a bus:** Follow Gilmer Street to Piedmont Avenue and turn left. Go to the first traffic light and turn left on Edgewood Avenue. Go to the first traffic light and turn left on Courtland Street. Go to the second traffic light and turn right on Martin Luther King Jr. Boulevard. Go to the first traffic light and turn right on Central Avenue. Park the bus on the right side of the street near the former World of Coca Cola and Johnny Rockets.

**To return to the Student Center,** follow Central Avenue to the fourth traffic light and turn right on Gilmer Street. Cross Courtland Street and the Student Center will be on the right.

# CAMPUS MAP



- BUILDINGS OCCUPIED BY GEORGIA STATE
- GEORGIA STATE PARKING
- STREET LEVEL ACCESSIBLE ENTRANCE
- STREET LEVEL ACCESSIBLE ENTRANCE (ON COLLINS STREET BELOW COURTLAND)
- INFORMATION & WELCOME CENTER

- |   |  |   |
|---|--|---|
| <p>1 ARTS &amp; HUMANITIES (ARTS) E5<br/>2a Florence Kopleff Recital Hall<br/>2b Ernest G. Welch Gallery</p> <p>2 CLASSROOM SOUTH (CLSO) D3<br/>J. MACK ROBINSON</p> <p>3 COLLEGE OF BUSINESS (RCB) A6</p> <p>4 COLLEGE OF EDUCATION (COE) B4</p> <p>5 COLLEGE OF LAW (LAW) F2<br/>BENNETT A. BROWN</p> <p>6 COMMERCE BUILDING (BBCOM) A7</p> <p>7 COURTLAND BUILDING (COURTB) E2</p> <p>8 COURTLAND NORTH (COURTN) E2</p> <p>9 DAHLBERG HALL (DBERG) G5</p> <p>10 148 EDGEWOOD (148EDG) I6</p> <p>11 FRESHMAN HALL (FRHALL) I6</p> <p>12 GENERAL CLASSROOM (GCB) D4</p> <p>13 HASS-HOWELL BUILDING (HASS) B8</p> | <p>14 INTEREST HOUSING (INTHOU) I6</p> <p>15 KELL HALL (KELL) E4<br/>HELEN M. ADERHOLD</p> <p>16 LEARNING CENTER (ADHOLD) B8</p> <p>17 LIBRARY NORTH (LIBNO) E3</p> <p>18 LIBRARY SOUTH (LIBSO) E3</p> <p>19 NATURAL SCIENCE CENTER (NSC) C5</p> <p>20 ONE PARK PLACE (1PP) B5</p> <p>21 34 PEACHTREE ST. BUILDING (34PTRE) B6</p> <p>22 75 PIEDMONT (75PIED) J9</p> <p>23 PIEDMONT NORTH K11<br/>41a Piedmont North Bldg A (PIEDNA)<br/>41b Piedmont North Bldg B (PIEDNB)</p> <p>24 RIALTO CENTER FOR THE ARTS (RIALTO) B9</p> <p>25 SCIENCE ANNEX (SCIAXN) D4<br/>PARKER H. PETIT</p> <p>26 SCIENCE CENTER (PETIT) F1</p> | <p>ANDREW YOUNG</p> <p>27 SCHOOL OF POLICY STUDIES (AYSPTS) A5</p> <p>28 SCULPTURE STUDIO (SCULP) J6</p> <p>29 SPARKS HALL (SPARKS) F4</p> <p>30 SPORTS ANNEX (SPTANX) F1</p> <p>31 SPORTS ARENA (ARENA) E2</p> <p>32 STANDARD BUILDING (STAND) B9</p> <p>33 STUDENT CENTER (STUCTR) G3</p> <p>34 STUDENT RECREATION CENTER (REC) G2</p> <p>35 TEN PARK PLACE (10PP) C5</p> <p>36 UNIVERSITY BOOKSTORE (BOOK) F3</p> <p>37 UNIVERSITY CENTER (UCTR) F3</p> <p>38 UNIVERSITY COMMONS (COMMON) K10</p> <p>39 UNIVERSITY LOFTS (LOFTS) H5</p> <p>40 URBAN LIFE BUILDING (URBAN) G2</p> |
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You may find an interactive campus map [here](#).