

June 15, 2010

Dear Mr. Drozell,

Thank you for your interest in Texas Tech University. I am pleased that you and your group plan to visit our beautiful, friendly campus. Your group is scheduled for a campus visit **Wednesday, January 21<sup>st</sup>**.

Your campus visit will include a guided tour of campus by members of President's Select. This is a group of students specially chosen to acquaint you with Texas Tech. These enthusiastic students delight in the opportunity to share the experiences they've had at Texas Tech University.

To ensure an enjoyable and productive campus visit, please read the following information carefully:

- **Plan to arrive at the Visitors Center at least 10 minutes before your group's scheduled visit time. Tours leave promptly as scheduled. Please be aware that a late arrival will make it difficult to join the tour and may result in the cancellation of appointments.**
- **The Visitors Center is located in West Hall. Please enter the Texas Tech campus through the main entrance at Broadway and University Avenues. West Hall is the second building on the right.**
- **Parking has been arranged for your bus in the C-9 commuter parking lot, which can be viewed at [www.ttu.edu/campusmap](http://www.ttu.edu/campusmap). Your bus driver should drop off the group at the Visitors Center in West Hall and park in the C-9 lot. We regret that we are unable to provide transportation for your bus driver to the Visitors Center from the commuter parking lot. On weekdays, entrance to the Texas Tech campus is monitored from 7:30 a.m. to 3:30 p.m. If you need further directions, please stop at an entry station for assistance.**
- **Your group must have a chaperone with them at all times while on campus. Should your group need to be divided into multiple smaller groups, please ensure that you have the appropriate ratio of chaperones to students (1:25).**
- **If any member of your group is observed participating in any activity that is disrespectful to Texas Tech University and/or anyone facilitating your visit, be advised that proper notification will be given to your campus or organization's principal(s) and/or administrator(s). Any inappropriate behavior could also result in your group not being welcomed back to our campus in the future.**

We are looking forward to your visit! Until then, if you have any questions or concerns, please contact me by phone at 806-742-1299 or by email at [joann.mitchell@ttu.edu](mailto:joann.mitchell@ttu.edu).

Sincerely,

Joann Mitchell  
Assistant Director of Visitors Center Programs