



CAMPUS VISIT REQUEST

Campus Visit Requests must be submitted to the CAPP Office in writing, at least 2 weeks prior to the date of the visit. Foreign Language classes that are requesting a language lab tour require additional advance notice. You may mail or fax your request to the CAPP Office. Even if your visit is combined with two or three other CAPP classes, *each adjunct instructor* must complete and submit a form. Telephone requests will not be taken. Mail/email/fax your completed form to: UW Oshkosh, Attn: CAPP Office, 800 Algoma Blvd., Oshkosh, WI 54901, FAX: (920) 424-3125. capp@uwosh.edu

Instructor's Name	High School
Course	Day/Date of Visit
Arrival Time	Departure Time
	Transportation Method
	Car Bus Other
Number CAPP Students Attending	Number Non-CAPP Students Attending
Instructor Phone	Instructor E-Mail
Best Time to Call	CAPP Liaison

If another CAPP class is coming with you, please indicate which class & instructor

Requested Activities:

Meet/Greet with CAPP Director	yes	no
Library Tour:	yes	no
*Library Instruction:	yes	no
Career Services Presentation	yes	no
*TitanCards (ID's):	yes	no (<i>if your students <u>did not</u> get them by mail</i>)
*Meet with Liaison	yes	no
*Attend a Campus Class	yes	no
*Foreign Language Lab	yes	no
Campus Tour	yes	no
Study Abroad Presentation	yes	no

*NOTE: There is a 38 person maximum for each library instruction session. Only registered CAPP students are eligible to receive TitanCards. Contact your Liaison Professor to make arrangements for special accommodations that include: attending a campus class, touring labs, and meetings with Liaisons.

If there are activities not listed above that you would like to do while on campus, please list them below.