



## **Four-Year College/University Visit Guidelines for the Maricopa Community Colleges**

### **Promotion and recruitment**

Visiting institutions agree to:

- accurately represent and promote their institutions, programs, and services
- not use disparaging comparisons of secondary or postsecondary institutions
- not offer or accept any reward or remuneration from a secondary school, college, university, agency, or organization for placement or recruitment of students
- be responsible for compliance with applicable laws and regulations with respect to students' rights to privacy
- support completion of Maricopa's degrees and certificates prior to transferring to the four-year institution (or, in cases where transferring prior to graduation is recommended by both MCCCCD and the partner institution, support completion of a program of study maximizing the transferability of Maricopa credit)

### **Scheduling and logistics**

Visiting institutions agree to:

- contact the designated coordinator at the community college to obtain permission to visit campus
- notify the designated coordinator at the community college if unable to attend or arrive on time for scheduled visits
- inform the designated coordinator at the community college of parking and equipment (technology-related and other) needs

Transfer event coordinator agrees to:

- Communicate with visiting representative prior to the event with details regarding time, date, college and specific event location, parking information/pass, phone number for day of event
- Promote the event , in advance, through use of multiple methods (e.g. email, flyers, signage, calendar placement, marquee placement, advisor referrals)
- Verify that event set-up is ready and requested equipment is provided

- Greet visiting representative during the event

Failure to abide by these guidelines may result in loss of privilege to participate in future events at the individual college or in the Maricopa Community College district. Likewise, visiting institutions should report any challenges encountered to the advising supervisor at the college or the Center for Curriculum and Transfer Articulation in order to resolve problems as soon as possible and prior to future visits.

By signing this agreement, both parties agree to abide by the guidelines listed and jointly implement transfer events to benefit students at both institutions.

\_\_\_\_\_  
Transfer Event Coordinator (printed name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of MCCCCD College

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Four-Year College or University Representative  
(printed name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Visiting College or University

\_\_\_\_\_  
Date signed