

We are so glad you have decided to bring your students to the Clemson University Life Sciences Outreach Center and look forward to hosting you for a fun laboratory field trip! **Please read this entire document for important information about your trip.**

Several items require action on your part:

- Fees are due 3 weeks prior to your laboratory field trip date. Please pay online.
- Print and send parent consent/liability release form home for parent signature.
- Print and send Redfern Health Center consent home for parent signature (optional).
- Review parking instructions, print directions/maps and make a plan.
- Email Ginger to reserve the CULSOC lunchroom (to store/eat bagged lunches).
- Remind participants of dress code and lab guidelines.

If you have **ANY** changes in numbers, please notify the CULSOC in advance - we will purchase supplies, staff, and prep based on the student participant numbers in your original reservation.

If you experience any delays on your way to campus, please notify Katherine Freeman via cell/text at 864-553-0129 and email, krfreem@clemson.edu.

Payment

Payment in full is due 3 weeks prior to the date of your confirmed laboratory field trip reservation.

Fees are nonrefundable. If a schedule conflict arises, laboratory field trip reservations may be rescheduled within the same academic session with a 2 week advance notice. The Center will reschedule with less notice if school is cancelled due to weather or a similar unforeseen circumstance. If Clemson University is closed due to weather, the Life Sciences Outreach Center will not open and we will reschedule your laboratory field trip. **Contact Katherine Freeman via cell/text at 864-553-0129 and email, krfreem@clemson.edu, to confirm weather conditions/lab hours on the morning of your trip if you have any questions.**

Online payment with a credit card is the preferred method of payment. To pay online, go to www.clemson.edu/cafls/culsoc, click on Laboratory Field trips and then the Fees and Payment link in the left margin and follow the instructions.

Checks, though not preferred, will be accepted for a limited time if necessary. Make checks payable to Clemson University and mail to: Ginger Foulk, CU Life Sciences Outreach Center, Dept. of Biological Sciences, 132 Long Hall, Clemson, SC 29634-0314. Include with payment the name of the teacher that made the reservation, school name and date of reservation.

Agenda

Our typical agenda is as follows:

9:00 – 9:20am	Arrive on campus, buses drop students and chaperones off and park at SC Botanical Garden
9:30am	Be seated and ready to go in your assigned CULSOC laboratory
9:30am - 11:30/noon	Lecture and laboratory session Dismiss for day or break for lunch (45 min – 1 hr.)
12:30pm/1:00pm	Resume laboratory session if needed
2:00 - 2:30pm	Dismiss

- The schedule does have some flexibility and we can usually accommodate any special schedule requirements if arranged in advance.
- Your confirmation email listed your start time

Parental Consent/Release of Liability Form

Please bring a signed Parental Consent/Release of Liability permission form for each student to Clemson on the day of your field trip – **students without a signed form may not attend**. Note that the form is front and back, and both sides require signatures. A copy of the form was attached to your official confirmation email, but is also available on our website, www.clemson.edu/culsoc.

Redfern Health Center/Consent for Medical Treatment Form - OPTIONAL

In the unlikely event that a student in your group becomes ill or is injured during the lab, he/she has the option to be treated at the on campus health center (named Redfern, just steps from our building) IF you have a completed Redfern Health Center form for that student with you. Note that the form requires a guardian signature and a copy of the guardian's insurance card. A copy of the form was attached to your official confirmation email, but is also available on our website, www.clemson.edu/culsoc.

If this form is not available and medical treatment is needed during your field trip, plan to use the AnMed Health Urgent Care in Clemson or a local hospital (Oconee Memorial or AnMed Health Medical Center).

Laboratory Field Trip Guidelines

Please review these guidelines with your students in advance of your laboratory field trip.

- A signed Parental Consent/Release of Liability permission form (see above) is required for each student participant.
- Review the lab safety guidelines posted on our website in advance.
- **Wear long pants and closed toe shoes!** Do not wear hats or any clothing with full/flowing sleeves or anything with extra frills or fringe. The CULSOC will provide lab coats, goggles and gloves as necessary.
- Long hair must be pulled/tied back.
- Food or drink is not allowed in the lab. Packed lunches may be stored in the CULSOC lunchroom.
- Please leave all bags/backpacks at school.
- No cell phones or electronic devices are to be used or displayed while in the lab.
- Disrespectful behavior or failure to comply with lab safety guidelines will not be tolerated.

Directions

All laboratory field trips begin in either the Orange (G26 Jordan) or Purple (G30 Jordan) laboratory classrooms in the basement of Jordan Hall on the Clemson University campus. An instructor will meet your group in our lobby area before your arranged start time.

Detailed directions to Clemson, the bus drop off site, and parking were emailed to you, but can also be found on our website. See www.clemson.edu/culsoc then click on the Laboratory Field trips link in the left margin and scroll to the bottom of the page.

Parking and Drop-off Procedures

Review options online and **create a plan before you arrive on campus!** Download the free my.Clemson app to your smart phone or tablet from Google Play or the App Store for access to GPS campus maps.

Bus Parking

- Detailed **Directions and Parking Instructions** can be found on our website, www.clemson.edu/centers-institutes/culsoc/labs/. Please read, print these documents, and bring them with you. Bus parking passes are not needed if all parking instructions are followed.
- Buses may drop off/pick up students and chaperones in front of the Hendrix Student Center.
- Buses must park in the SC Botanical Garden (SCBG) parking lot (.75-mile walk back to Jordan Hall) anytime Clemson is in session. Unfortunately, there is no bus parking available near the CU Life Sciences Outreach Center.

How to get back to Jordan Hall from the SCBG (for bus drivers)...

- **Walk.** Exit the SCBG via the Garden Trail Entrance. Cross Pearman/Perimeter and enter the Lightsey Bridge dorm apt complex via Theta Kappa Street. Follow Theta Kappa around to the left, past the Commons Building, to the end where it loops around again. Follow the sidewalk and walk in between Buildings 5 and 6. Continue to the bottom of the hill, staying on the sidewalk. After you cross the bridge, you will be at the intersection of McMillan and Cherry Road. Follow McMillan past the Hendrix Center then Edwards Hall (on your right). Jordan Hall is right behind Edwards Hall.
- **(closed in summer) Catch the CAT bus or Tiger Transit shuttle (Perimeter route) from Lightsey Bridge.** Exit the SCBG from the Garden Trail Entrance, cross over Perimeter/Pearman Road and enter the Lightsey Bridge dorm apartments complex via Theta Kappa Street. The vehicle will stop in front of the Commons Building every 30 minutes. Exit at the Cherry Road/Bryan Circle stop (walk up the hill on Bryan Circle and through the horseshoe - Jordan is behind the right side of Vickery Hall)
- **(closed in summer) Catch the CAT bus (blue route) from the C-1 parking lot.** Exit the SCBG lot, left onto Perimeter/Pearman; the C-1 lot is down on the right. You'll enter the back of the lot and catch the bus at back (right side as you enter) or front (top left side) for a short ride to the Edwards Hall stop. The blue route bus will stop here every 6-12 minutes.

The above options are subject to change by Parking Services at any time.

See <https://www.clemson.edu/campus-life/parking/transit/index.html> for all transit schedules.

Van/Car Parking

- Visitors may park in metered areas on campus for \$2.00 per hour for up to 3 hours. No permit required. You may return to your vehicle and ‘feed’ the meter if your lab lasts longer than 3 hours. Payment options include quarters, \$2.00 bills, and credit and debit cards.
- The closest metered spaces are in E-01/Hendrix, behind or next to Sikes Hall, McGinty Circle, or in the Bryan Mall area. See www.clemson.edu/campus-life/parking/visitors/ for a complete map listing all lots and details.
- View the closest visitor parking sites on your phone using the free my.Clemson app – See Map/Visitor Parking then choose Bryan Mall, Hendrix Center, McGinty Circle, and Sikes.
- Alternatively, visitors may purchase and print \$5 Weekday Visitor permits online for designated parking lots and ride the CAT bus back to the Jordan Hall area. Right now, the closest lot is the C-1 lot – ride the CAT bus/blue route back to Edwards Hall (or walk – not that far). See link below.
- See www.clemson.edu/campus-life/parking/visitors/ for additional information about visitor parking on campus and a detailed parking map.

Arrival Procedures

- Your instructor will meet you in the Clemson University Life Sciences Outreach Center laboratory classroom. If you arrive early, you may have a seat in the lounge area located in front of the labs.
- If you brought lunch from home, you may store those in the lunchroom, G24 Jordan Hall. Feel free to use the refrigerator. Please email Ginger if you plan to use the lunchroom so we may reserve it for you.
- Have a signed release form for each student ready to hand in - students without a release form may not attend.
- **Please remind and encourage your group to be quiet and considerate of the administrative offices and classes in session as you move throughout our academic buildings.** 😊

Eating Lunch on Campus?

There are LOTS of options! If you pack lunches from home, you are welcome to eat in our private lunchroom in Jordan Hall (equipped with microwave, sink, full refrigerator and ice machine), or take your lunch outside to picnic on Bowman field. (If you picnic, it is a good idea to pack a trash bag!). If you plan to use the lunchroom, you must email Ginger in advance so that we may reserve it for you.

On campus Dining Halls - Schilleter Dining Hall (closest to Jordan Hall, **closed during summer**) or **Fresh Food Company Dining Hall** (Bldg B/Core Campus).

See <http://clemson.campusdish.com> for complete menus (under Eat Well) and maps (under Locations)

★ Dining Services requests that you notify them in advance if you have a very large group (50 or more) so they can plan appropriately. If you have a large group, please contact Aramark Office Manager, Teresa Moore, at least one week prior to your trip with group size, planned dining location, and anticipated meal time. Teresa can answer any questions you have about eating in the dining halls or paying for your meals. (864) 656-2120, Moore-Teresa@Aramark.com

- If possible, have one person pay at the door for all the students in your group to expedite the process (NOT required, however). Visa/MasterCard as well as checks and cash are accepted. The current cost for lunch at the dining hall is \$12 plus tax for a total of \$12.84/person (likely to increase each fall – contact Teresa Moore to confirm if necessary).

- The dining halls are a fun experience, but they will be crowded and busy! More than likely, you will not be able to sit together as a group. Plan accordingly (arrange a meeting time/place, etc. for your group to reconnect)
- The dining halls will not be as crowded after 12:45 pm – consider having a later lunch if your schedule allows it.
- With questions about dining hall food preparation in regards to food allergies, feel free to contact Martha Green, nutrition@clemson.edu or 864-656-0943.

Hendrix Student Center

- Eastside Food Court: Panda Express, Subway, Tiger Grill (**closed in summer**)
- Einstein Bros Bagels or 55' Exchange – a student run enterprise serving Clemson ice cream

Wendy's – located right outside Schilletter Dining Hall, on the Mauldin Hall (dormitory) side (**closed in summer**)

Core Campus – Starbucks, Which Which, Raising Cane's, Twisted Taco (**some closed in summer**)

Fernow Street Café (between Riggs Hall and Freeman Hall)

Chick-fil-A

Other Activities

If you would like to supplement your trip to campus with additional activities or tours, see our website for suggestions and contact information - www.clemson.edu/culsoc and click on Laboratory Field Trips then the Campus Activities link in the left margin.

Contact Information

If you have any questions about your trip to Clemson or the CU Life Sciences Outreach Center, please don't hesitate to contact us!

For specific questions about the laboratories themselves (topic/content, structure, time, etc.)

Katherine Freeman, Instructor - cell/text 864-553-0129, krfreem@clemson.edu.

Facebook.com/culifesci

For questions about the logistics of your trip (reservations, directions, etc.)

Ginger Foulk, Department of Biological Sciences

foulk@clemson.edu 864/656-4224

The CU Life Sciences Outreach Center has so much more going on! Below are just a few of our upcoming events...detailed descriptions of our complete schedule can be found on our website, www.clemson.edu/culsoc or by following us on [facebook.com/culifesci](https://www.facebook.com/culifesci).

- Registration will open in the spring for our popular **summer science day camps** for grades 5-12!
- Have you been to **Science on Tap**? It is a casual monthly forum where people come to learn about and discuss recent discoveries in science and technology while having fun! An expert gives an informal talk for 20 - 30 minutes, followed by Q & A and discussion. You're invited! Check the schedule for this month's topic and join us at our Clemson or Greenville location!
- CULSOC Classes at **Osher Life Long Learning Institute (OLLI)** - For more information and to enroll see www.clemson.edu/centers-institutes/olli/courses.html

- Bring YOUR academic summer camps and workshops to the Center for fun, hands-on laboratory experiences! All our great, single-day laboratory field trip experiences are available, or work with us to plan a more in-depth lab experience that can span several days.

Hope to see you at CULSOC or one of our events very soon!