 **Visitor Policy**

*Effective: 5/2025*

### **Purpose**

### The purpose of this policy is to provide guidelines for the visitation of guests to Pierpont Community and Technical College (PCTC) while maintaining a safe and secure learning environment for all students, faculty, staff, and visitors. This policy applies to all visitors, including prospective students, parents, guardians, alumni, community members, and other non-affiliated individuals.

### **Scope**

### This policy applies to all visitors to PCTC campus facilities, including buildings, parking lots, recreational areas, and other college grounds.

**Visitor Guidelines:**

1. **General Visitor Expectations:**
	* Visitors must adhere to all college rules, regulations, and codes of conduct.
	* Visitors are expected to conduct themselves in a respectful and appropriate manner.
	* Visitors are not allowed to disrupt any college activities or engage in behaviors that threaten the safety, well-being, or comfort of students, faculty, or staff.
2. **Hours of Visitation:**
	* Visitors are generally permitted on campus during regular business hours, which are Monday to Friday, from 8:00 AM to 4:00 PM, unless otherwise specified by individual departments or events.
	* Special arrangements may be made for events outside of normal hours. Visitors attending evening or weekend events should confirm event details with the sponsoring department.
3. **Visitor Check-In and Identification:**
	* All visitors must check in at the designated visitor registration area, located at the front entry of the building upon arrival.
	* If no one is present at the front security desk, please sign in at the information desk.
	* Visitors may be required to provide valid identification and may receive a visitor badge or pass to wear during their time on campus.
	* For security purposes, visitors may be asked to sign a log upon entering certain campus buildings or areas.
4. **Campus Access:**
	* Visitors are permitted to access designated areas, such as the campus commons, event spaces, academic buildings, and recreational facilities, based on the nature of their visit.
	* Access to classrooms, offices, labs, and other restricted areas is generally not allowed without prior permission from faculty or staff.
	* Visitors must remain in areas where their presence is permitted and must leave immediately if asked to do so by college staff.
5. **Prospective Students:**
	* Prospective students interested in touring campus facilities must schedule a tour in advance through the Admissions Office. Unscheduled visits may be allowed if space and staff are available.
	* During the tour, prospective students will be accompanied by a staff member or student ambassador.
6. **Special Events:**
	* Special events such as campus tours, orientations, performances, or academic conferences may allow for visitor access outside of regular hours. Visitors attending these events should follow event-specific guidelines.
7. **Parking:**
	* Visitors must park in designated visitor parking areas. Visitor parking spaces are available on a first-come, first-served basis.
	* If parking is not available in the designated visitor parking area, visitors should use other available parking spaces and comply with all campus parking regulations.
8. **Prohibited Activities:**
	* The following activities are strictly prohibited on campus:
		+ Smoking or the use of tobacco products in any campus building or facility.
		+ The use of illegal drugs or alcohol, unless specifically permitted during certain college events.
		+ Bringing pets or animals onto campus, except for service animals.
		+ Engaging in discriminatory, harassing, or disruptive behavior toward students, faculty, or staff.
		+ Taking photographs, videos, or audio recordings without prior consent from PCTC or individuals involved.
9. **Health and Safety:**
	* Visitors must follow all campus health and safety protocols, as well as any emergency evacuation or security procedures.
	* In the event of an emergency, visitors must follow instructions from campus security personnel and evacuate the premises if necessary.
10. **Violations of Visitor Policy:**
	* Any visitor who violates this policy or engages in behavior that disrupts the campus environment may be asked to leave the premises immediately.
	* Repeated or severe violations may result in a ban from the campus for a specified period or permanently.

**Contact Information:** For more information about the visitor policy or to schedule a visit, please contact:

* **Admissions Office**:
* **Campus Security**:

By visiting PCTC, you agree to comply with the rules and expectations outlined in this policy.