I. CAMPUS OPEN TO VISITORS..... 1
II. GENERAL RULES..... 1
III. RULES REGARDING MINOR CHILDREN VISITING CAMPUS..... 1
IV. REMOVAL..... 2

I. CAMPUS OPEN TO VISITORS

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety and to minimize disruption to classes and operations, all visitors must adhere to the rules contained in this Policy. Visitors may be asked to provide identification by Executive Leaders or members of the security team; failure to comply may result in removal under Section IV of this Policy.

II. GENERAL RULES

1. Unless directed otherwise, all visitors to main campuses or satellite sites should report to the designated information center for the location in question. Visitors who fail to report to the designated information center may be questioned by College security personnel to ensure campus safety.

2. All visitors to instructional areas must have the instructor’s prior approval before entering the area when instruction is being conducted.

3. All visitors to laboratories, workshops, or other potentially hazardous areas must be escorted by a College employee.

III. RULES REGARDING MINOR CHILDREN VISITING CAMPUS

1. Minor children are defined as children under the age of eighteen (18) who are not present on campus in connection with College educational or instructional activities.

2. Students and College employees are encouraged to make childcare arrangements to reduce interruption of the educational process and avoid possible injury to a minor child. Individuals bringing minor children onto campus are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures.

Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.

3. Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult.

4. Minor children are not allowed in instructional areas, notwithstanding that instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent's or guardian's direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

5. Minor children are prohibited from laboratories, workshops, and other hazardous areas.

6. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to their regular childcare location or school.

IV. REMOVAL

To ensure a safe and secure campus environment, the President, Executive Leaders, and others designated by the President have the authority to dismiss a visitor from campus. Legal action for trespassing may be taken if the visitor does not comply.

REFERENCES

Statutory References	None
Regulatory References	None
Relevant Guidance	None
Policy Manual Cross-References	None

POLICY HISTORY

February 10, 2026	Adopted.