

# PROCEDURE:

## 4.3.2p7. Visitors

*Revised:* May 21, 2008; May 19, 2010; September 16, 2010; May 18, 2011; May 16, 2012; May 15, 2013; May 20, 2015; May 18, 2016; May 17, 2017; May 16, 2018; May 18, 2022; May 24, 2023

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*Adopted:* May 16, 2007

### I. **PURPOSE**

Visitors are invited to visit Ogeechee Technical College on any regularly scheduled workday. Visitors will be subject to the Ogeechee Technical College Student Code of Conduct while on the campus of Ogeechee Technical College.

Anyone below 18 years of age and not currently enrolled in courses is not allowed to be brought to class or left unattended at any location on campus. Employees should report any infractions to Campus Police.

All visitors are subject to Ogeechee Technical College rules and regulations including, but not limited to, rules of student conduct as described in the Student Code of Conduct. For the safety of the school, faculty, staff, and students, security personnel may remove visitors who disrupt the operation of the college. Loitering will not be tolerated. Anyone who is not a current student, college employee, or who has not checked in with appropriate personnel will be asked to leave the campus. Repeated violations can lead to the person being banned from campus as well as possible arrest and prosecution.

### II. **RELATED AUTHORITY**

TCSG Procedure 4.3.2p7. Children in the Workplace

### III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College staff, students, and the public.

### IV. **DEFINITIONS**

None.

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE**

Visitors are encouraged to schedule a tour by visiting the Admissions' website at, <https://ogeecheetech.radiusbycampusmgmt.com/ssc/iform/Bd671cc07f3m0x6702k3J.ssc>, or call the Admissions Counselor/Recruiter Office at 912.871.1608 to schedule a campus

visit. Any student desiring to bring a visitor to a class is required to gain permission from both the program instructor and the administration.

**VII. RECORD RETENTION**

N/A