VISITORS

POLICY

Access to Campus
Access to college owned or controlled property shall primarily be limited to employees, students, and their visitors for the purpose of study, work, teaching and conducting or attending other college business or activities. The college is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to college owned or controlled property. If a situation dictates, certain individuals may be restricted or not allowed access to college owned or controlled property at any time.

Visiting hours are between 8:00am and 5:00pm, Monday-Friday. After 5:00pm, visitors may only be on-campus with prior approval from the administration, or to attend special on-campus events.

Visitors desiring to attend on-campus events are subject to parking availability, seating capacity, invitation and similar restrictions.

Visitors under eighteen years of age must be accompanied by an adult.

Standards of Conduct
Sherman College of Chiropractic is an institution of higher learning. Any activity detrimental to the academic objectives of the college is expressly prohibited.

All individuals, visitors, and others, present on college owned or controlled property shall conduct themselves in accordance with federal, state and local laws. All persons on college property are required to abide by college policies and regulations. Upon request, all individuals must identify themselves to college officials or appropriate college employees acting in the performance of their duties. All individuals are required to conduct themselves in a manner that maintains a safe environment.

Visitors and/or guests will be removed from the campus immediately for the following conduct violations, but not limited to, intentional or negligent disruption of the operations of the college, excess noise, threats, harassment, hate speech, physical abuse, intimidation, endangerment to the health or safety of any person or property. Furthermore, unauthorized entry into, obstruction of, or occupation of any college owned or controlled property is prohibited and shall be deemed a violation of this policy.

Sherman College of Chiropractic is a graduate-level learning institution; therefore, visitors are expected to be appropriately dressed. Shirts and shoes are always required. Halter tops, see-through garments, garments bearing obscene, lewd, or inflammatory messages, or other apparel

which may detract from the decorum of a ceremony, gathering, or other campus activity are expressly prohibited, and may subject the wearer to removal from campus.

Compliance
Individuals will be asked to immediately refrain from behavior or conduct that is inconsistent with college policies, inconsistent with the best interests of the college, or interferes with the educational or operational environment of the college. Action may be taken when any person on the college campus fails to comply. Actions taken by the college may include, but are not limited to, issuance of warnings, requests to leave campus, arrests, or issuance of no trespass letters.

Employees who observe unauthorized visitors may refer them to the security office (864-578-8770 ext. 333 or 864-316-7576).

Security staff that identify unauthorized visitors or visitors not in compliance with policy may ask them to leave.

Procedures

1. Where appropriate, visitors will be asked to provide ID upon arrival.
2. Where possible, visitors should be provided with a copy of the Visitor Guidelines.
3. All visitors will be asked to sign the Site Visitor Book, held in the relevant reception area. This does not apply to college wide events such as Lyceum and graduation ceremonies.
4. Visitors will be given a Visitor Pass, which will be returned once the visit has concluded. Visitor Pass must be always visible.
5. The host or representative must accompany the visitor to sign the Guest Registry, located in the security office.
6. At no time should visitors enter buildings unaccompanied.
7. Once the visit is complete, the host must ensure that the visitor returns to reception area to turn in their pass and sign out of the Site Visitor Book.
8. Hosts should always tend to their visitors while they are on our premises.
9. Our internet usage, data protection and confidentiality policies temporarily cover our visitors while they are on our campus. They must not misuse our internet connection, disclose confidential information, or take photographs of sensitive areas. Violation of policies may result in visitors being escorted off campus and / or prosecuted if appropriate.
10. Visitors are allowed during working hours. After hours visitors must have prior authorization from the administration.