

<b>Campus Visitors</b>	Procedure Number	553
	Effective Date	Jan 1, 2019

**1.0 PURPOSE**

Establish procedure for community members wishing to visit and tour UA-PTC campuses.

**2.0 REVISION HISTORY**

Adopted on:  
November 2007  
Reviewed on:  
September 2014  
December 10, 2018

**3.0 PERSONS AFFECTED**

Visiting community members, students and employees

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

UA-PTC encourages information prospective students, parents, community members, and groups seeking additional information concerning the College to schedule a campus tour. Campus visitors should call and schedule a tour with the Office of Admissions prior to touring the campus. Classrooms and laboratory areas are designated for use by enrolled students; unescorted visitors are restricted from these areas. Members of the news media must be escorted at all times by a Public Relations and Marketing staff member.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	PTC Board of Trustees	Nov 2007
Ratified by	Office of Student Services Mason Campbell, Dean of Student Affairs	Sept 2014 Dec 10, 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	Jan 1, 2019
UA Policy Alignment:		