



## College of The Albemarle Policy

**Policy Number: 2.1.1**

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**Title: Visitors**

**Related Policy and Procedures: Policy Code: 3.4.10 Volunteers**

**Division of Responsibility: Operations**

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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 shall adhere to the following rules:

- A. All visitors should report to the College's front desk for assistance. The front desk is located in Building AE for Elizabeth City, Building D for Edenton-Chowan, Building A for Dare and Currituck.
- B. All visitors to instructional areas must have the instructor's prior approval.
- C. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee.
- D. Individuals visiting the College as a volunteer should follow Policy Code: 3.4.10 Volunteers.

June 13, 2023

October 8, 2024

October 8, 2024

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**