

# Visitation Policy and Procedures

**Harris-Stowe State University's Visitation Policy** creates an environment that contributes to the safe living and essential learning opportunities for residential students. Harris-Stowe State University's Office of Residential Life encourages students to interact with one another responsibly and to make academics a priority. In addition, the visitation policy is designed to accommodate visitors in a manner that respects safety while also ensuring an appropriate balance between social-community development and academic needs in the residence halls. As such, justification for room visitation is essentially based on the orderliness, cleanliness and conducive atmosphere created for study in the residence halls. Behavior that otherwise detracts from these goals will not be tolerated. At no time should a visitor's behavior violate University policies or supersede a roommate's right to privacy. Residential Life shall have the discretion to modify and/or withdraw visitation hours for individuals and/or groups as deemed necessary. Residential Life also retains the right to deny any guest from entering a residential facility for any reason.

## Definitions

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For the purpose of this policy:

1. **Visitor** is defined as a person who is **not** a resident of the Residence Hall.
2. **Resident** is defined as any resident who has a current residential room assignment.
3. **Commuter student** is defined as any Harris-Stowe State University student who does not reside on campus.
4. **Resident visitor** is defined as any resident of the Residence Hall that visits any suite other than the one he or she is assigned to.

**(This Visitation Policy applies to all on campus students and visitors.)**

## General Rules

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1. All visitors must obtain and **keep on** their personal visitor pass.
  2. Visitors hours are Noon-11 p.m. Sunday – Thursday and Noon-1 a.m Friday and Saturday. No visitor passes will be issued after 10 p.m. Sunday-Thursday and midnight Friday and Saturday.
  3. Visitors **are not** permitted when the Residence halls are officially closed.
  4. To obtain a pass, a visitor must present one of the following:
    - a) Commuter student – a valid HSSU I.D.
    - b) Non-HSSU student - a valid government issued photo I.D. such as a driver's license, military I.D., state issued I.D., or a HSSU University Photo I.D. is acceptable (provided it is valid for the current academic term).
    - c) Birth certificates, green cards, credit cards with picture and or social security cards **are not** acceptable forms of identification.
  5. Visitation is allowed **only** when a residence hall official and/or HSSU public safety officer is available for checking visitors in and out.
  6. Resident must meet his/her visitor at the sign-in point to escort the visitor to his/her room and back to the lobby at the end of visitation. The visitor should leave a picture I.D. at the desk.
  7. A resident is allowed a maximum of **two visitors** at one time during any visitation, exclusive of parents/guardians. **Overnight visitation is prohibited.**
  8. **Visitors cannot leave the Residential halls buildings with his or her visitors pass for any reason.** Visitors are not allowed to keep visitors passes for **any** reason. The visitor must return the visitors pass back to the P.O.S desk after leaving the resident's room. Visitors are not allowed **all-day passes**. Visitation passes are not required for the computer lab, game room or conference room.
  9. A resident **must** escort visitors (including family members) at all times. Residents **may not** leave their visitors unattended.
  10. Residents having visitors must consider the rights of their suitemates. A suitemate **should not** be asked to vacate the suite for a resident's visitor and/or resident that is not assigned to that particular suite. Suitemate has a right to report to the assistant director of Residential Life or public safety officer, if visitors or visiting residents are creating loud noise, rudeness, profanity, etc.
  11. Residents are responsible for any and all violations that occur within their rooms. Residents will be held accountable for the actions of their visitor and/ or resident visitor within the residence hall.
  12. Residential Life staff and Public Safety reserve the right to require a visitor to leave the floor/building when the visitor(s) and/or host(s) are disruptive.
  13. Any resident who wishes to have a non-HSSU visitor younger than 18 years of age must receive written authorization from the assistant director of Residential Life prior to the visit.
- Any violation of the visitation policy by any resident may result in the cancellation of an individual's room visitation privileges as well as other disciplinary actions deemed appropriate by the Office of Residential Life.
  - Hosts are responsible for ensuring that their guests are familiar with, and observe all University and residence hall policies and procedures. The host and the visiting guest will both be held accountable for any policy violations, damages and/or loss of property at the time of the visit. Guests who violate policies may have their visitation restricted and their host may be subject to disciplinary action. Hosts are expected to be in the presence of their guests at all times. Hosts who are obviously intoxicated may not check-in guests. Additionally, intoxicated, disorderly or abusive guests may be denied entry to the building.
  - Visitation will not start until the second week of each semester.