Policy Source: Gwinnett Tech	Owner: Vice President of Student Affairs	Effective: 02/11/2019
Division: Student Affairs	Reviewed: 3/2019 Revised Date:	

6.7.3 GT Visitors on Campus

In order to maintain a safe and productive learning environment for the entire campus community, Gwinnett Technical College asserts these guidelines for all visitors. Visitors shall have a specified purpose of interaction with a particular meeting, event, office, department, or staff/faculty member. Visitors are expected to adhere to all campus regulations.

Guests
Visitors are welcome at Gwinnett Technical College. Individuals or groups (clubs, organizations, high school classes, etc.) wishing to visit campus may contact the Recruitment Office to make an appointment. All visitors without a specific appointment, meeting, event, or similar reason with a specific campus contact, should report to the receptionist desk in Building 100 on the Lawrenceville campus or the lobby of the Alpharetta-North Fulton campus upon arrival. Visitors are not permitted in unauthorized areas of the College unless accompanied by a College representative or have prior authorization. Only registered students are allowed in classrooms and labs. Parents, friends, family members, or any other guests are not permitted. Students with a documented disability and identified accommodations are entitled to receive assistance and support by assigned staff, for a specified purpose, approved by an appropriate College official. In the event any visitor is involved in an incident/accident, it must be reported immediately, and an Accident/Incident Report form must be completed by a representative of the College.

Children
Parents or guardians must supervise children on campus at all times. Generally, children should not be brought on campus (with the exception of the D. Scott Hudgens, Jr. Early Education Center). In such unavoidable cases, children are not allowed inside classrooms, science labs, or computer labs. Visits with children shall be kept brief and children must not become a disruption or distraction to the learning and operational environment of the College campus. Parents or guardians may be asked to remove the child(ren) from campus. Children shall not be left unattended anywhere on campus, including but not limited to: personal vehicles, parking areas, student centers, lounges, hallways, lobbies, etc.

Animals
The Technical College System of Georgia (TCSG) requires all institutions to comply with the Americans with Disabilities Act (ADA). Gwinnett Technical College allows individuals to bring animals on College property in accordance with federal laws and in other situations subject to the rules outlined. A service animal may accompany an individual on campus grounds and

within College buildings if the individual has a documented disability, in accordance with Titles II and III of the American with Disabilities Act Amendment Act (ADAAA). A dog (or small horse) can be verified as a service animal if the following two questions are answered affirmatively (1) is the dog a service animal required because of a disability and (2) what work or task has the dog been trained to perform? Affected individuals are encouraged to register with the appropriate office on campus (students – disability services, faulty/staff – human resources). If the animal's sole purpose is to provide emotional support, it is not considered a service animal and is not covered under the ADA; therefore, it is prohibited on campus.

Glossary:

*Person with a Disability**:*** An individual with a disability is a person with a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Service Animal: Service animals, under the ADA, are defined as dogs or miniature horses individually trained to do work or perform tasks for a person with a disability. Examples of such work or tasks include but are not limited to guiding people who are blind, alerting people who are deaf, pulling a wheelchair, and alerting/protecting a person who is having a seizure. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of defining a service animal.