



## Non-Affiliated College Visitor Policy

Athens Technical College recognizes that there are many agencies outside of the college that provide valuable services and resources to our students. We further recognize that many of these agencies seek to recruit our students as clients and/or patrons. This document outlines the policies and procedures guiding the relationship between such non-affiliated visitors and the college. The policy has been implemented to allow non-affiliated visitors access while being sure that the educational mission of the college is not jeopardized.

1. A non-affiliated visitor is defined as any organization, business, or agency that is not part of Athens Technical College.
2. Non-affiliated visitors are welcome to individually “table” in the student center on the Athens or Elbert County Campus and in designated areas on the Greene and Walton County
3. When “tabling,” non-affiliated visitors will be provided with a table and chairs where they can set up a display regarding their services or resources. Tables are to be staffed by non-affiliated representatives who may field questions and have discussions with students, faculty, or staff who approach them. Non-affiliated representatives should not approach members of the campus community. Further, if the non-affiliated visitor has materials for distribution they are not allowed to pass it out but may have it on the table for members of
4. In order to set up a day to come to a campus to table, representatives should contact the director of student activities on the Athens Campus, the student affairs coordinator on the Elbert County Campus, the campus manager on the Greene County Campus, or the campus manager on the Walton County Campus. During the contact, non-affiliated visitors may request a day and hours that they wish to “table.” The college contact will check calendars and approve the request or work with the non-affiliated visitor on alternate times based on availability and campus events.
5. Educationally affiliated agencies (ie. other colleges) may be granted more frequent access at the discretion of the college president or her/his designee.
6. This policy pertains to individual visits by non-affiliated visitors. Non-affiliated visitors may be invited to attend special fairs outside of the twice per year visit guideline at the discretion of the college. This decision will be based on the relevance of individual non-affiliated visitors to the particular event.

Questions regarding this policy may be directed to the director of student activities.