

NEW COLLEGE ALUMNAE/I CAMPUS VISITATION AND ACCESS GUIDELINES

I. GENERAL CONSIDERATIONS

- A. Alumni must comply with all policies governing access of non-students to all non-public areas, including dormitory buildings and rooms. Current policy permits a student host to invite a non-student to visit dormitory buildings and rooms, so long as the student host is present. However, that policy is subject to change.
- B. Access to the campus is a privilege, not a right. Alumni--regardless of whether they have an alumni ID card, guest pass, and/or student host--must vacate a dorm room or building at the request of a resident of that dorm, a college official or a campus police officer. Alumni must vacate a public area of the campus upon request by a campus police officer or a college official.

II. PUBLIC ACCESS

- A. For the purpose of this policy, the following definitions of "public areas" are used:
 - 1. The following areas are open to the public during their normal business hours, unless otherwise posted:
 - a. Library
 - b. Bookstore
 - c. Fitness Center [open only to people with fitness center memberships. Alumni may obtain a membership to the fitness center by contacting Recreation Director at (941) 487-4218].
 - d. Hamilton Center
 - e. Four Winds Café
 - f. Business offices
 - g. Public areas of academic buildings not including classrooms, laboratories or faculty offices
 - h. Student Affairs
 - i. Sudakoff Center
 - j. College Hall

- k. Keating Center
 - 2. The Bayside open areas (bay front property, Dort Esplanade) are open to the public from 6:30 a.m. to one-half hour after sunset, unless otherwise posted.
- B. For the purpose of this policy, “public events” means events to which the general public is invited.
 - C. Guest passes are not needed to access public areas when those areas are open to the public.
 - D. Guest passes are not needed to attend public events that extend later than regular business hours.
 - E. If special events (PCPs, alumni functions, etc.) have separate credentialing processes (such as wristbands obtained from Student Affairs or NCAA office), a guest pass is not needed to attend those events.

III. ALUMNI IDENTIFICATION CARD / ALUMNI PASS

- A. Alumnae/i (“Alumni”) of the New College of Florida (“New College”) are an integral part of campus life. Many alumni live in the Sarasota area, teach classes, offer guidance, serve as mentors to current students and/or are friends of current students. In recognition of those facts, New College extends special access to campus for alumni, in addition to that provided to the general public, under the following guidelines:
 - 1. Alumni may obtain alumni identification (“ID”) cards from the New College Alumnae/i Association (“NCAA”) during normal business hours. To obtain an alumni ID card, a person must:
 - a. Be listed as an alumnus of New College **AND**
 - b. Present a government issued picture ID confirming the identity of the person listed in the NCAA records **AND**
 - c. Pay any associated fees/costs.
 - 2. The Alumni ID card will allow an alumnus to obtain an Alumni pass that will allow the alumnus to be present on campus, in the following areas, beyond normal business hours, but no later than 2 a.m. EASTERN with the exception of special events as listed in Section II E:

- a. Hamilton Center and adjoining areas
 - b. Palm Court
 - c. Open areas of the Bayside campus
- B. Alumni may obtain an alumni pass from campus police as follows:
1. By presenting an alumni ID card, along with a government issued picture ID, **OR**
 2. Alumni without an alumni ID card may be issued an alumni pass if known by the Campus Police or dispatcher on duty to be an alumnus **and** known to be allowed access to campus, **OR**
 3. By presenting of a New College of Florida student ID card issued in their name.
- C. Possession of an alumni ID card and/or alumni pass does not relieve alumni from the obligation to follow parking regulations or to obtain a visitor parking tag from the Campus Police Department ("Campus Police").
- D. At all times while on campus, alumni must adhere to the Student Code of Conduct ("Student Code"). It is the responsibility of alumni to know and understand the rights and responsibilities outlined in the Student Code. Any violation of the Student Code may result in removal from campus, inability to return to campus (trespass warning), be issued citation and/or arrest, and/or civil/criminal liability, such as for damage to persons or property.

IV. GUEST PASS POLICY AND PROCEDURE

- A. An alumnus may obtain a guest pass in accordance with New College Guest Pass policy. A current copy of this policy is available on the Student Affairs website at <http://www.ncf.edu/student-handbook#guest>. This policy may change from time to time.
- B. A currently enrolled New College student may obtain a guest pass for an alumnus through the office of Student Affairs.
1. The alumnus guest need not be present to obtain this guest pass, but he/she must be personally known to the currently enrolled student who is sponsoring them.

2. The student may obtain the guest pass at the Campus Activities Office (HCL 001) from 8-5 pm, Monday-Friday. The student must be present and provide his/her New College ID card.
- C. When the Campus Activities Office is closed, a student sponsored guest pass may also be obtained from the Campus Police Department.
1. The student and alumnus must be present together at the Police Station to obtain the student sponsored guest pass.
 2. The Alumnus must present a government issued picture ID.

V: PROHIBITED CAMPUS ACCESS

- A. Just as returning students are prohibited from being on campus during orientation, no alumni may be present in student areas of campus (Palm Court, dormitory areas, Hamilton Center, recreational areas) during the week deemed "Orientation" unless they are the parent of a student attending orientation or at the request of New College.
- B. Under such circumstances, parent alumni are allowed to be present in the student areas of campus during orientation week only as approved by Student Affairs.

VI: TRESPASSING AND APPEALS THEREOF

- A. Alumni who have been issued a trespass warning by Campus Police are entitled to a fair and speedy appeal process as provided by College Regulation 3-6007 "Access to Campus and Trespass Warnings".
- B. If an alumnus is issued a trespass warning that is not rescinded on appeal or re-consideration, the alumni must tender his /her alumni ID card to the NCAA office within 7 days of the issuances of the trespass.