The College recognizes that the opportunity to visit a campus, observe a class and/or meet with College faculty and staff provides an invaluable experience for prospective students who are considering enrolling at CCAC. In order to promote such opportunities, as well as ensure that such visits provide a safe, productive and instructive experience for prospective students and other visitors, the College has established the following procedures and guidelines to be followed whenever a prospective student or other individual requests or seeks permission to visit a campus, center or classroom.

PROCEDURE

1. In order to request permission to visit a campus and/or observe a class, a prospective student or other prospective visitor will be required to complete the Campus/Classroom Visit Request Form (Attachment 1).
2. The completed Request Form must be submitted to the Director of Admissions for the campus or center for the location at which the visit is requested.
3. In order to ensure consideration, Request Forms should be submitted at least two (2) weeks prior to the date on which the visit is requested. The College cannot guarantee the availability of any particular date or class for a visit.
4. Upon receipt of a Request Form, the Director of Admissions will review the form to determine if the request can be accommodated. If a classroom visit is requested, the Director of Admissions will work with the Dean of Academic Affairs and the faculty member(s) who serve as the instructor(s) for the class in question to determine if the request can be accommodated.
5. All campus and classroom visit requests require prior approval by the Dean of Academic Affairs.
6. Classroom visits require prior consent of the instructor, and may not be scheduled during mid-term, final or other exam periods.
7. The Director of Admissions will arrange for other College representatives to be available to meet with a prospective student during a visit, including representatives of financial aid, registration and advisement, and student life, as applicable.
8. If the request can be accommodated, the Director of Admissions will notify the
prospective student or visitor in writing that the request has been granted. The notice will include confirmation of the date(s) and time(s) for the approved visit, and an itinerary for the date of the visit. The prospective student or visitor will again be required to sign the Acknowledgement Form included with the notice. (Attachment 2).

9. If a request cannot be accommodated, the Director of Admissions will notify the prospective student or visitor in writing that the request cannot be accommodated. If possible, the denial should include alternative date(s), time(s) or activities that may meet the requestor’s needs, and/or provide the requesting party with additional information about the College, its programs, and the application and admissions process.

10. The Director of Admissions is responsible for ensuring that all Request Forms and required Acknowledgment Forms have been signed by the prospective student or visitor. If the requestor is a high school student or under eighteen (18) years of age, the Request Form and Acknowledgement Form must also be signed by the prospective student’s parent or legal guardian.

11. In order to protect the safety of children visiting the campus, the College will generally require that any prospective student who is under eighteen (18) years of age be accompanied by their parent or legal guardian during any visit to a campus or classroom. An exception to this requirement may be made only in the following circumstances:

   a. The student demonstrates that a hardship exists which would prevent his or her parent or legal guardian from participating in any visit;
   b. A College employee who has obtained all clearances mandated under and meets all other requirements of the Pennsylvania Child Protective Services Law will be present and supervise the student at all times during the visit; and
   c. The visit and itinerary has been approved by the College President or his or her designee.

REFERENCES

Board Policy I.03 -- Admissions
Board Policy II.07 -- Protection of Children
Prospective students may request permission to visit our campus and observe a class. In order to request a classroom visit, you must complete this form, sign, and return it at least two weeks before the requested visit date. The College cannot guarantee the availability of any particular class or date for a visit. If your request is approved, you will receive a separate notice confirming your visit and itinerary.

Name (First, Middle, Last):

Date of Birth:

Home Address:

City:

State:

Zip Code:

Home Phone: Mobile Phone: E-mail Address:

Campus/Center that You Are Interested in Visiting:

Date(s) Requested for Your Visit:

Class or Classes that You Would Like to Observe:

Preferred Timeframe for Visit (e.g. Morning; Afternoon; Evening):

Would You Like to Meet with Our Admissions Office During Your Visit?

Do You Have Any Special Needs for Which You Are Requesting an Accommodation During your Visit? If So, Please Describe:

Parent/Guardian/Emergency Contact Information

Name:

Phone No:

Address:

E-mail:

ACKNOWLEDGMENT

I, the undersigned, represent that I am a prospective student, and that I am requesting permission to observe a class for the purpose of gaining information that will help me determine whether to enroll at CCAC. If my request is approved, I understand that I will be expected to behave responsibly during my visit and adhere to all CCAC policies, rules and regulations, including the CCAC Student Code of Behavioral Conduct. I further acknowledge and understand that CCAC assumes no responsibility for supervising me during my visit, and that, if I am under 18 years of age, I must be accompanied by my parent or legal guardian during my visit.

________________________
Prospective Student Signature
__________
Date

__________________________________________________
Parent/Guardian Signature (required if student is under 18)

_____________________________________
Date

Please return this form at least two weeks prior to your requested date of visit. Forms may be returned as follows:
1. Complete, sign and fax to ______________________;
2. Complete, sign, scan and e-mail to ___________@ccac.edu; or
3. Complete, sign and mail to  __________________________.

FOR INTERNAL USE ONLY

Director of Admissions Approval: ___________________________ Date: __________

Dean of Academic Affairs Approval: __________________________ Date: __________

Response to Requestor Sent: __________________________

Date: __________
MODEL NOTICE – REQUEST GRANTED

Dear ______________:

Thank you for contacting the Community College of Allegheny County to express your interest in visiting our campus and attending one or more of our classes. Please be advised that your request has been reviewed and can be accommodated as follows:

<table>
<thead>
<tr>
<th>DATE:</th>
<th>CAMPUS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE/SECTION:</td>
<td>BUILDING:</td>
</tr>
<tr>
<td>TIME:</td>
<td>INSTRUCTOR:</td>
</tr>
</tbody>
</table>

In order to ensure that your visit is productive and informative, you will be required to adhere to the following guidelines during your visit:

- You will comply with the College’s rules and regulations during your visit, including the policies and rules set forth in the CCAC Student Handbook and Student Code of Behavioral Conduct.
- Please plan to arrive at the classroom at least 10 minutes prior to the scheduled start time.
- Introduce yourself to the instructor prior to the start of the class.
- Plan to stay for the duration of the class.
- Do not enter the classroom if the class has already begun.

In addition, if you are a current high school student and will be under the age of eighteen at the time of your visit, you are advised that you must be accompanied by your parent or legal guardian during your visit.

Finally, please be advised that the College reserves the right to cancel or reschedule your visit. You will be notified promptly if a cancellation becomes necessary. In addition, if inclement weather is expected on the date of your visit, it is recommended that you check our website and/or the local newscasts on the date of your visit to determine if the College will be open.

To confirm your visit, please sign and date the acknowledgment on the following page and return it to the undersigned as soon as possible.

Again, we appreciate your interest in the Community College of Allegheny County, and look forward to meeting you in the next several weeks.

Sincerely,

Director of Admissions
MODEL NOTICE – REQUEST GRANTED

ACKNOWLEDGEMENT

I represent that I am a prospective student of CCAC, and that I have been granted permission to observe a class for the purpose of gaining information that will help me determine whether to enroll. I understand that I will be expected to adhere to all CCAC policies, rules and regulations during my visit, including the CCAC Student Code of Behavioral Conduct. I further acknowledge and understand that CCAC assumes no responsibility for supervising me during my visit, and that, if I am under 18 years of age, I have been advised that my parent or legal guardian must accompany me during my visit.

________________________________                    _____________________________________
Prospective Student Signature                     Date

________________________________                    _____________________________________
Parent/Guardian Signature                          Date
(required if student is under 18)