

Visitor Check-In Procedures:

- **All visitors must check in at the front office.**
- **An ID badge will be given to each visitor after checking in that should be worn while visiting the campus.**
- **Any visitor on campus that is not wearing an ID badge will be escorted back to the front office to check in.**
- **Repeated offenses or refusal to check in according to procedure will result in the individual being asked to leave the premises.**