

MUHLENBERG COLLEGE

VISITOR POLICY

All visitors of Muhlenberg College students must be registered in order to be on campus property, and in residence halls, MILE properties or leased properties whether they are coming to visit for a day or to visit overnight.

1. Visitors Defined

A visitor is defined as ANY individual who is a non-Muhlenberg College day student. This includes, but is not limited to, parents, guardians, siblings, wescoe students, etc.

2. Registration Process

Residential host students living in College owned or leased properties must register visitors using the online form found on the Housing & Residence Life (HRL) website. *Please note this link will only be made available once the College has decided and announced non-Muhlenberg visitors are allowed.* The host student is required to seek **the permission of any roommates prior to finalizing a visitor's visit.** A visitor must carry valid ID and have it available if a member of HRL, a Campus Safety/Police Officer, or any College official requests to see it. Please note that you do not need to register a visitor if they are here temporarily to assist with move-in and/or move-out at semester or break openings and closings.

3. Number of Visitors

A student is allowed to have one visitor per night. However, the total number of visitors for the room, suite, or apartment should not exceed double the room/suite occupancy.

4. Length of Stay

Registration is limited to 2 (two) overnight registrations in a 14 day period, per guest, unless prior arrangements are made with all of the following: the HRL; Department of Campus Safety/Police; the host student's RA; and the host student's roommate(s).

5. Visitors during Breaks

There will be no visitors approved when the college is closed for break periods (Thanksgiving Break, Winter Break, Spring Break, Easter Break). Exceptions to this can only be made with prior approval from HRL and the host student's roommate(s).

6. Host Student Responsibility

Visitors must remain with their host student at all times and should not be left alone in a residential property at any time. No resident may be made to give up their bed for a visitor. If a host plans to utilize a roommate's furniture/belongings for a visitor, they must have written permission from the roommate/suitemate in advance. Hosts are not permitted to allow a visitor to use their key(s) or Muhlenberg ID or other type of identifying information. A host who allows the visitor to use their keys

or Muhlenberg ID will be subject to disciplinary action.

The host student will be held responsible, at all times, for the conduct and behavior of their visitors (registered or unregistered). In the event of violations of the Muhlenberg College Student Code of Conduct, the host will be held responsible. This responsibility may include financial restitution and/or disciplinary action. If the responsible visitor is identified, the visitor may be issued a letter of no trespass. The College may report involvement in student code of conduct violations to the visitor's school if applicable.

Visitors who become separated from their hosts must go to the Department of Campus Safety/Police to inform personnel who will offer assistance to the visitor to reunite with the host.

7. Policy for Muhlenberg Students

Muhlenberg students, even residential students, are considered a visitor when visiting another student's housing assignment and may enter only after permission has been granted by all students residing in the room/suite/apartment/house. Muhlenberg College students, when requested by a member of the HRL staff, a Campus Safety/Police Officer, or any College official, are required to show a valid Muhlenberg College ID.

Contact: Office of Housing & Residence Life, Lower Level, Prosser Hall, 484-664-3180

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