

## **Guest Policy**

In order to assure the safety and security of the learning environment, it is the policy of the College to permit access to its facilities only to those engaged in official business.

Students who wish to host a guest for any part of a College business day should make arrangements in advance with the Office of Admissions (for secondary school students) or the Office of the Dean of Students (for all others). Any student wishing to host an overnight guest should refer to the Residence Life Handbook. For additional questions concerning overnight guests please contact Mr. William Jacobs, Director of Residence Life, at [wjacobs@sfc.edu](mailto:wjacobs@sfc.edu) or (718) 489-3415.

All other visitors should make prior arrangements with the office upon which they are calling; appointments are encouraged. Those without appointments must be escorted by a member of the host department.

Students are advised that the College discourages them from bringing young children to the campus and assumes no responsibility for their welfare. Children may be allowed in class only with explicit permission of the instructor.