

<b>Section:</b>	V.3.19	
<b>Title:</b>	Visitation Program Policies	
<b>Effective Date:</b>	September 26, 2017	
<b>Approved By:</b>	Director of Admissions	
<b>Responsible Unit:</b>	Undergraduate Admissions (609) 771-2131; tcnjinfo@tcnj.edu	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Admissions Mission Statement and Guiding Principles</a></li> <li>• <a href="#">Visitation webpage</a></li> <li>• <a href="#">Hosting Program – Host Registration</a></li> <li>• <a href="#">Hosting Program – Guest Registration</a></li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	September 26, 2017	Revised
1.0	June 3, 2011	New policy; Initial Release

## I. INTRODUCTION

The Office of Undergraduate Admissions oversees a variety of on-campus and off campus programs for prospective students and their families. While Admissions strives to be as accommodating as possible to our visitors, there are specific policies related to conduct and participation. Students often ask for excused absence letters from Admissions when visiting friends or attending non-Admissions events on-campus. Admissions has organized a Hosting Program for the past ten years. Admissions recruits current TCNJ students to volunteer as hosts, invites admitted high school seniors to participate as guests, and matches the two based on a variety of demographic or extracurricular factors. Admissions does not coordinate any details of the visit.

## II. DEFINITIONS

Admissions-sponsored event: any program organized and/or managed by a member of the Admissions Office

## III. POLICY

- A. Students visiting TCNJ cannot receive a letter from TCNJ excusing their absence from school unless they participated in an Admissions-sponsored event.

- B. Admissions is not responsible for the conduct of its visitors during:
  - a. Weekday, weekend or overnight events held on campus and organized by Admissions
  - b. Off-campus events hosted by Admissions
- C. Group Visits: One counselor / Chaperone expected for every 15 students in the group
- D. Students participating as guests for an Admissions-sponsored hosting program are not permitted to stay overnight on a date when classes are not scheduled on the following day.
- E. All participating hosts and guests are required to sign a waiver when registering for the program (see Related Documents)

**Hosting Program Host Waiver:**

I am wholly responsible for my own behavior and possessions during my guest's visit. I will not consume or be under the influence of any alcoholic beverages or non-therapeutic drugs while participating in my guest's visit. I will not (i) act in any way that shall interfere with the lawful running or operation of TCNJ or (ii) engage in any type of conduct which contributes to or causes injury to any person. I will not hold TCNJ or any of their employees, other students or volunteers (collectively, the "Releasees") responsible for any injury I might incur in connection with my guest's visit. I am responsible for all of my own loss, liability and expenses, including medical expenses in connection with this Activity. I have no physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in this Activity. I will not sue or seek damages from any of the Releasees in any form, and I hereby waive and release any claims against each of the Releasees for personal injury (including death) or property damage, arising in any way out of my participation in the Activity and agree to indemnify, defend and hold each Releasees harmless from any such claim. I recognize that this release means I am giving up, among other things, rights to sue the Releasees for injuries, damages or losses I may incur.

**Hosting Program Guest Waiver:**

I am wholly responsible for my own behavior and possessions during my campus visit. I will not consume or be under the influence of any alcoholic beverages or non-therapeutic drugs while participating in the Activity. I will not (i) act in any way that shall interfere with the lawful running or operation of TCNJ or (ii) engage in any type of conduct which contributes to or causes injury to any person. I will not hold TCNJ or any of their employees, students or volunteers (collectively, the "Releasees") responsible for any injury I might incur in connection with my visit. I am responsible for all of my own loss, liability and expenses, including medical expenses in connection with this visit. I have no physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in this visit. I am responsible for my own personal medical needs, including medical insurance coverage. I hereby authorize the employees of TCNJ, at their discretion, to administer to or seek for me first aid and other emergency medical services and transportation for further medical care, but I acknowledge that they may not be present or may not elect or be able or competent to administer or seek such aid or services or transportation. I will not sue or seek damages from any of the Releasees in any form, and I hereby waive and release any claims against each of the Releasees for personal injury (including death) or property damage, arising in any way out of my participation in the visit and agree to indemnify, defend and hold each Releasees harmless from any such claim. I recognize that this release means I am giving up, among other things, rights to sue the Releasees for injuries, damages or losses I may incur.