

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7039.1

TITLE: CONTACTING STUDENTS

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish procedures for visitors and telephone callers to contact a student during the time the student is on campus, in a class, or in a College-related activity

II. Procedure:

Direct access to students by visitors is not allowed under any circumstances. All visitors to College sites who wish to contact a student must report to the Office of the Dean of Student Services or dean of the respective division at the Highlands Campus or the main office at the DeSoto Campus, Hardee Campus, or the Lake Placid Center.

Visitors must state the purpose of the visit. The College official shall determine whether the reason warrants interruption of the classroom or activity. If it does, the College official will further determine whether a note will suffice or if a personal contact by the visitor is warranted.

If it is determined that a personal visit is warranted, a South Florida State College employee will interrupt the class and escort the student to the Office of the Dean of Student Services or dean of the respective division or main office of the campus or center. Regular visitors of students (vocational rehabilitation counselors, workforce case managers, etc.) shall contact the dean, student services or the dean of the respective division or main office of the campus or center the day prior to the visit to make arrangements for the visit. The dean's office will inform instructors of the confirmed visit.

In the case of an individual who calls by telephone requesting to contact a student, the call shall be forwarded to the Office of the Dean of Student Services at the Highlands Campus or the main office of the DeSoto Campus, Hardee Campus, or the Lake Placid Center. The same review criteria shall be used in screening calls as described above. If the call is an emergency, the student will be notified immediately.

*In the absence of administrative personnel (i.e., on any campus as well as at the Crews Center, Hotel Jacaranda, or other site), any instructor who is approached by a visitor or receives a phone request should question the nature of the visit or call. All visitors should be directed to a waiting area while the instructor speaks with the student. If the call is an emergency, the student will be notified immediately.

HISTORY: Last Revised: 12/08/20

Adopted: 11/14/89

Reviewed: 2/20/09, 4/12/12, 5/15/15

Revised: 10/30/01, 6/1/05, 12/08/20