

EXPECTATIONS FOR GUESTS NOT NOTED IN PURCHASE GUEST POLICY

From the perspective of OCE the following are expectations for guests and hosts' behavior, as well as for the rights of the roommate(s) of host(s) with guest(s).

- A. To procure a guest pass, the guest(s) must first register themselves in the [Purchase College Guest System](#). The student host must then visit their My Housing portal in order to officially request a guest pass for their guest(s).
 - a. Visit your Housing Portal
 - i. Visit www.purchase.edu/portal
 - ii. Click on [MyHeliotrope](#)
 - iii. After signing in, click on Housing and Meal Plans and then click the Housing tab
 - b. While on your portal, click on More Tasks located at the top of your screen
 - c. Select New Visitor Pass
 - d. Type the mobile number of the person for which you are creating a guest pass
 - i. You will not be able to locate your guest to create a pass until they register themselves in the [Purchase College Guest System](#)
 - e. Choose rather the guest pass will be valid for the day (prior to quiet hours), or overnight.
 - f. Choose the correct date that your guest(s) will be visiting
 - g. After you submit all information, your guest(s) will receive their electronic guest pass by phone
 - i. Remember that all Purchase College students can only have two (2) guests at one time
 - ii. Make sure your guest has their pass available to show while on campus at all times
- B. Residents are strongly encouraged to immediately contact the RA on-duty if there is ever a conflict. It is the RA's responsibility to resolve the matter by instructing/directing the guest(s) to leave and record the action in an incident report. Professional Staff, and possibly UPD, will be contacted if the individuals refuse to comply with the request. The host and guest(s) will then be referred to the Office of Community Standards and may face criminal charges.
- C. If visitation conflicts persist, any roommate may request that the room be designated as "off-limits" to guests. This request must be made to the Residence Coordinator for the specific area. This status, (during which NO visitors of either gender, for either roommate, at any time would be allowed in the room) would remain in effect until such a time that both roommates demonstrated a willingness to work on the conflict. The decision to designate a room as "off-limits" may be extended or rescinded at any time.