



VISITOR POLICY

A visitor (or guest) is defined as any individual who does not live in Pontchartrain Halls in which they are attempting to enter. Visitors must be registered via the online Visitor Pass process on the Residential Life app available at myapps.uno.edu.

- Once in the Residential Life app, the host will select “New Visitor Pass” from the left-hand menu.
- Day Vs. Overnight Visitors
 - Day Visitors are defined as guests between 9:00 AM- 11:59 PM.
 - Overnight Visitor are defined as guests between midnight and 9:00 AM.
- The host will create a new visitor pass and find the visitor by searching by their mobile phone number. If the visitor is not in the database, they must complete the visitor registration form available at https://uno.datacenter.adirondacksolutions.com/uno_vrp_prod/new_user.cfm.
- The host must agree to the Visitor Policy Terms to create a new visitor pass.
- Visitors should notify their host of their arrival before entering the residence hall. All visitors must check in at the front desk with a photo ID upon arrival, and check-out upon departure.
- From the time they enter the building, visitors are the host’s responsibility. The host must be with them at check-in and during their entire visit. These steps are important for ensuring a safe and secure environment. Hosts and visitors are expected to be respectful and considerate of other residents and host’s roommates’ study and rest. Residents may be held financially responsible for damages caused by their visitors. Hosts can also be held responsible through the Office of Student Accountability and Disability Services for violating the [student conduct](#) and/or [Residential Life contract](#). Visitors must also comply with social distancing and Covid-19 risk reduction campus requirements, if any. Any resident can have their visitor privileges revoked indefinitely for their own and/or visitor’s actions.

REQUIRED GUIDELINES

- All the resident’s roommates must agree to the visitor.
- Stays longer than two days will not be approved.
- Residents may have an overnight visitor no more than two nights a week and five nights a month.
- Residents must coordinate their guests to ensure the maximum occupancy is not exceeded for the suite type.

MAXIMUM OCCUPANCY IN A SUITE

- 4-Bedroom Suite: 8 persons is the maximum occupancy of a 4-bedroom suite.
- 2- Bedroom Suites: 4 persons is the maximum occupancy of a 2-bedroom suite.
- 1- Bedroom Suite: 3 persons is the maximum occupancy of a 1-bedroom suite.

Minors (between the ages of 16 and 17) will only be allowed to visit if an approved Minor Overnight Guest form has been completed, signed by the legal guardian and submitted to the Office of Residential Life via email at least 48 hours prior to the visit for approval. Minors are only allowed during the weekend and are not allowed during Mardi Gras Holiday.

[CLICK HERE FOR THE STEP-BY-STEP INSTRUCTIONS OF REGISTERING A VISITOR](#)