



THE UNIVERSITY of  
NEW ORLEANS

**Policy No:** AP-OP-14.2  
**TITLE:** Important Campus Visitors\*  
**EFFECTIVE DATE:** February 7, 2014  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

**ADMINISTERED BY:** Office of the President

#### **PURPOSE**

To insure that distinguished visitors whenever possible are courteously received by the President or his officially designated representative.

#### **GENERAL POLICY**

Whenever possible, the President's Office should be informed in advance that such visitors are expected.

#### **AUTHORITY**

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

#### **PROCEDURE**

- 1) Sponsors of campus events to which distinguished visitors have been invited should notify the President's Office at the earliest possible date by telephone or by email of the time and place of the scheduled event, and the name and time of arrival of the visitor. If an official greeting is deemed to be in order, plans for such will be discussed with the sponsor. Sponsors should notify the Assistant Provost for International Education should the guest be a distinguished international visitor.
- 2) In those instances when off-campus groups or agencies without a UNO sponsor use campus facilities for special events, the building custodian will be expected to notify the President's Office if important guests will be present.

John W. Nicklow, Ph.D.  
President  
University of New Orleans

\*Policy Updates:  
Revisions: 9/2/2016