

**MT. SAN ANTONIO COLLEGE
BUSINESS DIVISION**

Visitor and Guest Speaker Form

Date: _____

This form should be submitted to the Division Dean's office at least 24 hours prior to the visitor/speaker's scheduled time of appearance.

Instructor's Name

Course Title (e.g. *BUSC1A – Principles of Macro Economics*)

Visitor/Speaker's Name

Course CRN#

Class Location
(e.g. 78-3180)

Visitor/Speaker's Email Address

Date of Visit

Time of Visit

_ Reason for Visit / Speaker's Topic

Administrator Signature

Note: Per college procedure, visitors (including guest speakers) shall not attend class on a regular basis. The division dean's approval is required to permit a visitor to attend multiple class meeting for specific approved educational projects.