



Campus Life

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Student Handbook

Policy on the Posting of Publicity and Announcements on Campus

Updated: September 2003

This policy applies to various non-virtual areas of the Rockford College campus, including sidewalks and voice mail. Bulletin boards are to be used for posting approved publicity and announcements. The following policies govern the posting of printed material on campus by students and/or individuals not associated with Rockford College:

! All written materials to be posted on bulletin boards, kiosks, and sidewalks (chalk messages only) must be approved by one of the following offices: Student Affairs, Student Development, Box Office, Calendar and Conferences, Athletics/PE, and/or College Relations. However, the following exceptions apply:

- Materials to be posted in the library must be approved by the library.
- Materials to be posted on bulletin boards of a particular office or academic department must be approved by the appropriate office manager or department chair.
- All non-RC health-related materials must be reviewed and approved by staff in Lang before being posted.
- Approval must be obtained through the Office of Student Development for postings in the residence halls.

! All voice mail messages must be approved and sent through either Student Development or College Relations.

! Authorization involves a review of the content of the item to be posted as well as instructions on where the item may be posted.

- Items may not include offensive language, offensive art work, references to alcohol, and/or references to illegal substances.
- No items may be posted on exterior building surfaces, including doors. Banners and bunting may be hung by Physical Plant staff with the approval of the Director of College Relations or the Vice President for Enrollment Management and Campus Life.
- Posting on doors is permitted only for special or emergency all-campus announcements (e.g. College closing due to weather, holiday office hours).
- Posting is permitted on interior surfaces of window panels next to doors.
- Posting on trees or other plants is not permitted.
- Nails and glue must not be used to post items on any surface. Clear tape must be used on windows. Tacks may be used on bulletin boards. Masking tape must be used on painted surfaces.
- No credit card solicitations and/or postings are permitted.
- No tobacco advertising/postings are permitted.
- No alcohol advertising/postings are permitted.

! Authorization involves a stamp of approval that includes the date when the item will be posted and the date when the item will be removed by

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the sponsoring group or individual.
! Whenever possible, original materials should be brought for approval before making multiple copies.
! Questions concerning this policy should be directed to the Vice President for Enrollment Management and Campus Life.

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