Campus Posting Regulations

Bulletin boards are available on campus to assist with the promotion and publicity of events that may interest the campus community. Postings include posters, flyers, handouts, displays, etc. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used appropriately. Additionally, fliers will only be allowed to be posted for a period of 14 days from the date that they’re stamped and approved.

Recognized Student Organization Postings

Postings by recognized student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be approved and stamped by the Information Desk at the University Center. The stamp will say, “Approved for Campus Posting” and will display the expiration date. For the most part, it is the organization’s responsibility to hang their own postings and take them down after the advertised event. Failure to do so may result in the termination of bulletin board privileges. The UC staff will take care of hanging and removing posters INSIDE the UC only.

Personal Student Postings

Personal student postings must be approved and stamped by the UC Information Desk and may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board). The stamp will say, “Approved for Campus Posting” and will display the expiration date. Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc., are not considered student postings and should follow the commercial postings regulations.

Departmental Postings

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, they must be stamped by the UC Information Desk. The stamp will say, “Approved for Campus Posting” and will display the expiration date.

Commercial Postings

All external commercial business postings must be reviewed and approved by the Director or Assistant Director of the University Center in 215 of the UC. Approved postings may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board).

General Regulations

- No signage postings on outside buildings are allowed on campus.
- Do not post signs over another organization’s posting.
- Use thumbtacks, not staples.
- No postings will be allowed to be placed on any trash cans, windows, doors, or walls on any building on campus.
- The kiosk outside the Center for the Arts will be dedicated to the theater and fine arts events.
- Each academic department will have a designated bulletin board for postings.
• All postings must have a date, location, time, and name of sponsoring group.
• Special university events will be reviewed on an individual basis to assist in promoting the event.
• Some bulletin boards are divided into two sections: Student Organizations and General.

All student organization postings should go in the Student Organization Section, and all other postings (general, dept. commercial, etc.) should go in the General Section.
Any questions pertaining to posting can be directed to the Information Desk in the University Center.

### Bulletin Board Locations:

**Center for Instruction**

**First Floor**
- Wall of classroom 112
- Wall next to the stairs

**Second Floor**
- Wall facing Faculty Center
- Wall opposite 206

**Third Floor**
- Wall opposite elevators

**Faculty Center**

**First Floor**
- To the right and left of entrance by CS
- Left of stairs in middle of FC

**Center for the Sciences**

**First Floor**
- Wall by 127
- Wall in front of stairs

**Second Floor**
- Wall by 248
- Wall by 245
- Wall by 240
- Wall by 244
- Wall by 241
- Wall by 249
- Wall by 208
- Wall by 209
- Wall by 212
- Wall to the left of the stairs

**Library**
- To right of stairs

**Corpus Christi Hall**

**First Floor**
- Wall next to 108
- Wall opposite 120

**Second Floor**
- Wall next to 220

**Center for the Arts**

**First Floor**
- Wall outside 132
- Wall by 128 & 131
- Wall next to 103

**Second Floor**
- Wall to the right of the atrium balcony
- Wall outside 201
- Wall outside 229

**Classroom East**

**First Floor**
- Wall across from 103 & 104
- Wall next to far hallway entrance

**Second Floor**
- Near entrance by stairs
- Wall next to 203

**Bay Hall**

**First Floor**
- Wall next to rooms 127 & 128
- All along the side of the staircase

**Second Floor**
- Across from 201

**Dugan Wellness Center**

**First Floor**
- First bulletin board on the left