

## **University Bulletin Board Rules and 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.

## **Posters/Fliers for Distribution through Campus Mail**

All posters and fliers meant for campus-wide distribution through the Campus Mail System must be approved by Student Activities in 226 of the University Center. Mail Services will not accept mailers without at least a sample stamped and approved by Student Activities. The approved sample will be stamped with, "Approved for Campus Mail."

## **Campus-Wide Monitor System**

The Information Monitor System was created to better disseminate timely information to the A&M-Corpus Christi community. Students, faculty, and staff are eligible to post information concerning upcoming events on the monitor system. To post an announcement on the monitor, students, faculty, and staff must meet the listed criteria and complete the proper form through the Office of the Vice President for Student Affairs, University Center 318.

## ***Criteria for Announcements on Monitor System***

- Only students, faculty, and staff of A&M-Corpus Christi may post an announcement regarding a campus event or activity on the monitor system.
- The sponsoring person or organization must have completed the announcement request by 9 a.m. on Mondays and Thursdays.
- Announcements on the monitor system will run an average of five days and a

- maximum of seven days.
- Proposed announcements should announce upcoming events, schedule changes or deadlines which are important to the entire campus.
  - The Campus-Wide Monitor Committee reserves the right to reject messages which it believes would be inappropriate for the campus.
  - No advertisements will be allowed.
  - In the event of excessive volume of monitor announcements, requests will be honored on a first come-first serve basis

## **Bulletin Board Locations:**

### **Center for Instruction**

- First Floor
  - Wall of classroom 112
- Second Floor
  - Wall facing Faculty Center
  - Wall by room 206
  - Wall opposite 206
  - Wall by 213
  - Wall by 207
  - Wall by 208
- 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
- Second Floor
  - Wall by room 225

### **Center for the Sciences**

- First Floor
  - Wall by 105
  - 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 252
  - Wall by 208
  - Wall by 205
  - Wall opposite 222

- Wall by 202

### **Library**

- To right of stairs

### **Corpus Christi Hall**

- First Floor
  - Wall opposite 210
  - Wall opposite 120
- Second Floor
  - Wall outside middle entrance

### **Center for the Arts**

- First Floor
  - Wall outside 132
- Second Floor
  - Wall outside 201
  - Wall outside 229

### **Classroom East**

- First Floor
  - 2 near entrance
  - hallway
- Second Floor
- Near entrance by stairs

### **Bay Hall**

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