



Office of Student Life
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Posting Flyers on Campus

1. All flyers must be approved by the Office of Student Life PRIOR to posting them on campus. This rule applies to both student clubs/organizations and individuals not affiliated with a student club/organization and/or the College.
2. If a student is interested in posting flyers, he/she must come to the Office of Student Life in order to receive official approval from either the Counselor for Student Life or a Student Life Specialist. There are two staff members at the Parham Road campus and two at the Downtown campus.
3. Once the flyers are reviewed and approved, the Student Life staff member will initial and date each flyer at the bottom right corner of the page. If a flyer is displayed on campus without the initials of the staff member, it will be removed and discarded immediately.
4. Once the flyers are approved, the student is permitted to post the flyers. However, flyers may only be displayed on designated Student Life bulletin boards inside campus buildings. If a flyer is displayed anywhere besides on these bulletin boards (i.e. doors, windows, tables, etc.), it will be removed and discarded immediately.
5. The student is permitted to put up no more than 2 of the same flyer per Student Life bulletin board. If there are more than 2 of the same flyer on one bulletin board, the additional flyers will be removed and discarded immediately.
6. If an individual from outside the college is interested in posting flyers on campus, the same process is followed. It is NOT required to approve/post all outside flyers. Judgment should be based on space and content of the flyer.
7. The student may not place any flyers on top of other individuals' flyers.
8. A flyer will be removed from a bulletin board and discarded 3 weeks after the date that was authorized by the Counselor or Specialist at the top right corner of the page. If the flyer is announcing a specific event, then it will be discarded immediately after the event date.
9. All students are prohibited from removing any flyers from the bulletin boards.