UNIVERSITY OF CENTRAL OKLAHOMA

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| **Policy ID:** | ADM-CAM-1 Revision 1 .2 Status: C |
| **Title:** | Posting of Notices in University Buildings |
| **Description:** | Required approval for posting notices. |
| **Category:** | Campus Life |
| **Applies to:** | Student |
| **Contact:** | Student Life |
| **Purpose:** | Policy regarding flyers posted in buildings. |
| **Policy Statement:** | It is the policy of the University of Central Oklahoma to provide the University with up-to-date information on University activities using various communication methods including the posting of notices or flyers. Approval to post notices must be obtained from the Department of Campus Life in the University Center. The posting of signs, handbills, flyers, and displays in buildings operated by the University of Central Oklahoma will be limited to registered groups and official units of the University.<br><br>Procedure: In order to have a poster registered for campus posting, a representative of the sponsoring group or unit must bring the material to be posted to the Department of Campus Life located in the Nigh University Center, Room 424, x2363. Once the registration form is filled out, the group representative will stamp the original poster/flyer with the Campus Life "registered" stamp. Copies will be made from the stamped original.<br><br>All student organization activities must be scheduled through the Department of Campus Life before any posters/flyers can be registered. **Flyers must always be placed on open bulletin boards in the halls**. Flyers may not be posted on car windshields, windows, doors, walls, and sidewalks or inside closed display cases and newspaper racks. Materials posted improperly will forfeit opportunity for publicity. |
| **Glossary of Terms:** | |
| **Legal Citation:** | |
| **Campus Links:** | |
| **FAQs:** | |
| **Formerly known as:** | |
| **Approved on:** | 12/01/2005 |
| **Effective date:** | 12/01/2005 |
| **Keyword(s):** | posting, student, organization, notices, posters, flyers, signs, displays |
| **Last review date:** | 09/02/2011 |
| **Date posted:** | Mar 9 2011 10:31AM |
| **Modified By:** | |
| **Date Modified:** | Sep 2 2011 1:50PM |