

Southwestern Oregon Community College

AP 8070 Campus Posting

It is the procedure of Southwestern Oregon Community College that materials to be posted must be stamped by the Office of Student Life, the Foundation Office, or the Executive Dean of Curry Campus. All materials posted on campus will be stamped with the official stamp of the Southwestern campus, with the correct date of removal. One original master poster to be copied or duplicated should be initialed as approved before it is duplicated. Materials to be presented to the above for approval must first receive approval from their own department head, club advisor, or supervisor.

If posting in Student Housing, all materials must be approved by the Student Housing Department.

Any posters or bulletins found in violation of this regulation will be removed immediately.

Posted materials should be relevant to an educational function of the College, a student activity and/or a community service. The Coordinator of Student Life and the Facility Use Group will determine the relevance of the posting content. Public materials not deemed relevant such as community advertisements, may be posted on the four public posting boards (see locations below) on campus if approved. Material that conflicts with a Southwestern class or facility will not be approved for posting.

Materials posted on the Freedom of Expression Board may be posted without any authorization stamp. Postings on the board must follow the Freedom of Expression policy, AP 4030.

All posters and flyers must be no larger than 11 X 17 unless prior approval has been received and should not exceed the maximum number of posters and flyers for each of the following campuses.

Coos Bay - 30.

Brookings – 2

Posters may remain up for two weeks or ten school days with some exceptions. Posters should be completely removed at the end of this time by persons who posted them. Non-compliance of removal may result in denial of future posting. In the interest of sharing available space, no more than one poster may be placed in each posting location to advertise any one given activity.

Locations for Posting

Posting is only authorized on bulletin boards not already designated as a department or organization bulletin board.

Public posting boards are located in the Student Recreation Center, Empire, and Stensland Hall. The Freedom of Expression Board is located in Empire Hall.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Locations for Posting (cont.)

2nd floor – Please check with the Library staff before posting.

3rd floor – Please check with the Laker Commons staff before posting.

Recreation Center – Please check with Recreation Center staff member before posting.

Elevators No posting allowed, except Southwestern notices such as library closure dates, room changes, Community College month, etc.

Procedure #5.034 September 23, 1996

Revised: November 18, 2009

Reviewed: March 3, 2014 (Formerly Admin. Policy 5.034)

Revised: August 2, 2017

Revised: November 6, 2019

Revised: August 4, 2021