

## **Campus Advertising Policy**

All printed materials must be approved and posted in designated locations. Advertisements, posters, fliers, and other printed media may only be distributed with the expressed permission of the appropriate university department:

- *Student Development:* Approves materials for events, businesses, clubs and organizations.
- *Academic departments:* Approves materials for courses, academic events, and study abroad.
- *Residence Life:* Approves materials for residence halls at the discretion of area coordinators.
- *Housing Office:* Approves materials for rooms for rent in the community.
- *Campus Ministries:* Approves materials for ministries and chapel announcements.
- *Marketing Department:* Approves materials for official NU media.

Chapel announcements must be pre-approved through the Campus Ministries office. Job announcements must be submitted through the Career Services office.

All materials must include identification of the sponsoring group, organization, or individual. Advertisements must be of a positive nature and consistent with the mission and vision of the university. Permission to post is not an endorsement by the University. Approved postings can be identified by a department stamp, date of approval and initial. Students who violate any policy relating to the distribution or posting of printed media may be subject to disciplinary action.

Full procedures for advertising, including acceptable locations, size restrictions, online postings, chapel announcement guidelines, and emails are available on the Student Development Eagle webpage or by contacting the Student Development Office.

### **Email and Notification Systems**

The Northwest University email system provides a critical and official mechanism for communications. Students are expected to use his/her NU email address regularly.

Additionally, NU utilizes an alert system to notify the university community of emergency situations via cell phone text message and e-mail. Students and employees can update their notification preferences on the Eagle website.

### **Communication**

Several appropriate outlets exist for students to provide feedback, recommendations, opinions, or constructive criticism. Students are encouraged to follow proper procedures and exercise good judgment in communicating thoughts, opinions, or information regarding issues of concern. Students are welcome to address helpful input to the student government, Student Development staff, and other administrators.