

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>BULLETIN BOARDS</b>	Original Issue Date: April 16, 2003	Policy #: <b>401</b>
	Supersedes: April 16, 2003	Effective Date: July 18, 2006
Committees Consulted: College Operations	Reviewed & Approved by: College Administration	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To establish guidelines for the posting of written information, notices, and flyers for faculty, students, staff, and visitors.

## **POLICY:**

Faculty, staff, and students are responsible for maintaining current and appropriate posted materials.

### **Faculty and Staff Bulletin Boards**

The faculty and staff bulletin board, located in the Faculty Resource Center, contains information of interest to the faculty and staff.

- A designated space is available at the Olive View facility.

Materials may be removed as necessary after a period of not less than five working days.

### **Student Bulletin Boards**

Student bulletin boards are designated for specific purposes and are located in:

- Administration Building: Associated Student Body
- Tower Hall entry hallway: Associated Student Body & Class
- Tower Hall student lounge area: General Information
- Educational Resource Center hallway: Educational Opportunities

A designated space is available at the Olive View facility.

### **Course/Program/General**

College general information, mandatory postings, and course/program bulletin boards are located in the Administration Building outside the Office of Educational Services (OES).

- A designated space is available at the Olive View facility.

### **Daily Schedule of Classes**

The daily schedule of classes/courses is posted in the Administration Building lobby and room 123.

### **Financial Aid**

Financial Aid information is located in the Administration Building lobby glass case and the metal bulletin board next to it.

- A designated space is available at the Olive View facility.

Subject:

**BULLETIN BOARDS****PROCEDURE:****Faculty and Staff Bulletin Boards**

Faculty who want material posted in the Faculty Resource Center will date the material and place it in the designated mailbox.

A designated faculty member will post information weekly.

**Student Bulletin Boards**

Students may post materials, as needed, on Tower Hall lounge area bulletin boards.

ASB officers/designee will post ASB/class information.

Library staff will post educational information on Education Resource Center bulletin board.

**Course/Program/General**

Course/Program Coordinators and administrative staff will:

- Post information on Administration hallway bulletin boards
- Maintain current and updated materials

Designated OES staff will post class/program information in the General Hospital case monthly

**Daily Schedule of Classes**

Designated Office of Educational Services staff will:

- Create a Daily Schedule of classes from the Room Reservation schedule
- Post schedule by 0630

**Financial Aid**

The Financial Aid Staff will maintain current and updated material on Financial Aid bulletin board.

**PROCEDURE DOCUMENTATION:****REFERENCES:**