



Posting Guidelines in the College of Business Building

Posting of flyers and informational announcements is strictly prohibited without prior approval of the College of Business Dean's Office, SFHB 401. Items should be submitted to the Dean's Office for approval. Approved items will be stamped and dated prior to posting by staff in the Dean's Office.

Areas Available for Posting:

• Classrooms

- Bulletin board strips in classrooms are reserved exclusively for academic related announcements from the College of Business Dean's Office, Departments, and Advisement Center. (26 rooms)
- **No other information will be allowed for posting in classrooms.**

• Atrium – Lower Level: Bulletin Boards

- Two bulletin Boards are available for general posting.
- Posting is limited to no more than two weeks.
- Items submitted for posting should measure no larger than 8 ½" x 11" (letter size).
- Items submitted for posting should be of interest to College of Business students and reflect the mission and Standards for Professional Behavior outlined by the College of Business.

• Atrium – Lower Level: Table Tents

- Table Tents may be placed on tables in the student lounge/study area.
- Posting is limited to no more than one week.
- Table Tents must measure no larger than 4" x 6" folded.
- Items submitted for posting should be of interest to College of Business students and reflect the mission and Standards for Professional Behavior outlined by the College of Business.

Departments, Schools, Institutes, and Centers in the College of Business also have areas where announcements can be posted. **You must check with each area** to see what options might be available:

- SFHB 129 – Academic Advisement
- SFHB 201 – MBA Program
- SFHB 214 - Means Center for Entrepreneurship
- SFHB 250 – Management & Quantitative Methods Department
- SFHB 301 - Accounting Department
- SFHB 352 – Marketing Department
- SFHB 434 - Finance, Insurance and Law Department