

- Update Addresses
- View I.C.E. Emergency Contacts
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Local address- This needs to be a physical address and not a PO Box. This is where a student lives in the Charleston area while enrolled at the College. The phone number used locally is also required.

Permanent address-The address which a student considers home. Often this is the parent/guardian’s address. A phone number is also required.

Emergency contacts should include the person(s) that the College should contact on the student’s behalf in the event of an emergency. Name, address, phone, and relationship are required. More than one emergency contact may be listed.

Students under the age of 21<sup>10</sup> are also required to provide and update parent/guardian addresses and phone numbers. This can be done as one Parent/Guardian address and Phone number or as Parent 1 and Parent 2. This information is entered under Update Phones and Update Addresses as a type of phone and a type of address.

Please direct inquiries to [Registrar@cofc.edu](mailto:Registrar@cofc.edu) or 843.953.5668.

## **8. Signage: Banners, Signs and Posted Material**

*For more information, please review the official policy on the College of Charleston website at <http://policy.cofc.edu/>*

### **1.0 Introduction**

The College of Charleston (hereafter, “College”) may approve or deny the temporary placement of non-College-sponsored banners, signs or other posted material by individuals or organizations (“Postings”) on College property based on time, place and manner considerations and as set forth under the terms of this Policy. The Division of Marketing and Communications, the Division of Student Affairs and the Office of Student Life have authority to approve Postings on College property.

### **2.0 General Posting Requirements**

All Postings must contain the name of the sponsoring individual or organization (“Sponsor”).

The content of all Postings must comply with all applicable federal, state and local laws, regulations and all College policies.

Sponsors shall ensure that Postings do not alter or damage College property.

Sponsors are responsible for removing Postings in a timely manner on the final date approved for posting or immediately following the date of the publicized event.

No Posting may be made in violation of the City of Charleston’s Snipe Signage ordinance. Snipe signage is prohibited and includes all types of announcements or other advertising and informational materials attached by any means whatsoever to trees, poles, stakes, fences, buildings or any other public or private property, without permission from the owner or authorized agent of the property.

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10 Students who are not legally emancipated.

The College shall not be responsible for damage to or theft of Postings affixed to College property.

### **3.0 Request and Approval Process for Postings**

Except as noted below, the Division of Marketing and Communications oversees the request and approval process for Postings on College property.

Requests for Postings must include the proposed design, dimensions, posting location(s), posting date and length of duration for display. All requests for Postings should be submitted via email to: [marketing@cofc.edu](mailto:marketing@cofc.edu).

When reviewing requests, the Division of Marketing and Communications will consider factors including but not limited to: hardware or other installation requirements, aesthetic integrity of the campus, the requested time and duration for display, dimensions, campus placement and space availability. Following review of the request, the Division of Marketing and Communications may approve, deny or modify each proposal at its discretion and in compliance with applicable law and College policies. In the event of a denial, an appeal may be made to the Director of Brand Marketing or the Executive Director of Marketing and Communications or his or her designee, who shall have the final decision.

#### **A. Requests for Banners and Signs Affixed with Hardware**

Requests for the temporary placement of banners or signs to be affixed to College property (e.g., light posts or buildings) with hardware must be submitted to the Division of Marketing and Communications at least 30 days before banners and hardware are to be ordered. Such requests may only be made by College-based organizations.

The Sponsor shall pay for any and all costs associated with hardware installation, hanging/removal of banners or signs, including any costs for any damage, repairs or restoration resulting therefrom.

#### **B. Requests for Postings Affixed by Any Other Means**

Requests for the temporary placement of Postings to be affixed to College property by means other than hardware must be submitted to the Division of Marketing and Communications via email to [marketing@cofc.edu](mailto:marketing@cofc.edu) at least 5 days in advance of the proposed posting date under ordinary circumstances where the proposed Posting is foreseeable in advance. In time-sensitive cases, the Division of Marketing and Communications shall reduce the advance approval period.

#### **C. Exceptions**

The requirement for review and approval by the Division of Marketing and Communications shall not apply in the following situations:

- (1) Placement of student activity postings, which are governed by the Division of Student Affairs and Office of Student Life. Student activity Postings must be processed through the posting policies and procedures set forth in the Student Handbook, the Compass and all other applicable College policy;
- (2) Placement of official College-sponsored informational materials, such as faculty, academic and administrative department announcements of official College courses, programs, speakers, seminars, and events;