

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**STUDENT SERVICES BUILDING DIGITAL VISITOR SIGNS POLICY**

**Number** 03.01.04  
**Division** Student Affairs  
**Date** July 25, 2016, Reviewed July 19, 2022  
**Purpose** To establish a protocol for displaying messages on the digital visitor parking signs in the parking lot in front of the Student Services Building (K1).

**Policy** The Office of Admissions is responsible for placing messages on the digital visitor parking signs in the parking lot in front of the Student Services Building (K1). Message placement priorities are:

1. Board of Trustees.
2. Prospective Students and Families.
3. Admitted Students and Families.
4. VIP Visitors.

At times other than when messages according to the above priorities are posted on the digital visitor parking signs in parking lot K1, the visitor parking spaces with the digital signs are reserved for Admissions walk-in guests.

Procedure

Requests for posting messages on the digital visitor parking signs in parking lot K1 are made according to the following procedure:

1. Requests should be made 48 hours in advance of the arrival of the visitor by calling the Office of Admissions at (256) 824-2718 or (256) 824-2771 Monday thru Friday between 9:00 am and 5:00 pm or by sending an email request to [admissions@uah.edu](mailto:admissions@uah.edu). Once received and reviewed, a confirmation will be returned indicating whether or not a request has been approved.
2. The request should include the name(s) of the visitor(s), the number of parking spaces to be reserved, and the approximate arrival and departure time of the visitors.

The Assistant Vice President for Student Affairs is the point of contact for any comments/concerns regarding this protocol or visitor parking digital sign issues.

**Review** The Office of the Vice President for Student Affairs is responsible for the review of this policy every five years (or whenever circumstances require).

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