

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

STUDENT SERVICES BUILDING DIGITAL VISITOR SIGNS POLICY

- Number** 03.01.04
- Division** Student Affairs
- Date** July 25, 2016
- 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.
- Procedures** 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. Once received and reviewed, a confirmation will be returned indicating whether are 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 Associate 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).

Approval



Chief University Counsel Date 7/26/16



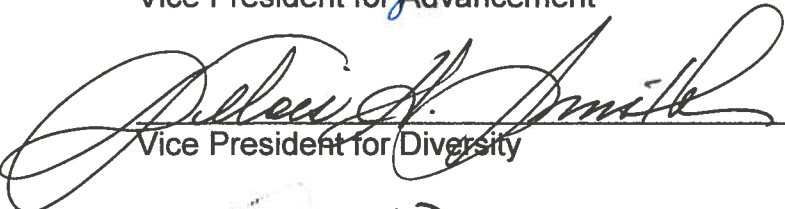
Provost and Executive Vice President for Academic Affairs Date 8/4/16



Senior Vice President for Administration and Finance Date 7/26/2016



Vice President for Advancement Date 7-26-16



Vice President for Diversity Date 7/26/16



Vice President for Research and Economic Development Date 7/26/16



Vice President for Student Affairs Date 7/29/16

APPROVED:

Robert A. Altentzsch

8/5/16

President

Date