

BULLETINS AND NEWS RELEASES

College Communications

All college news releases, internal and external communication will be sent to the College Communication Office for review. After a review has been conducted and appropriate corrections made the information will, with proper approval, be available for release.

Leopard Tales

Information relating to student organizations and activities will be published through the Student Life Office. Items for the bulletin must be submitted by 8:30 a.m. on Thursday prior to publication.

Staff Bulletins

Weekly Staff Bulletins are usually issued on Thursday of each week. The information will cover all items of interest to College personnel. Items for the Bulletin should be turned in to the Director of College Communications no later than 10:00 a.m. on Wednesday prior to publication.

Special Bulletins

Special bulletins are issued from time to time by the President or other administrative officers.

News Releases

News releases are available through the College Communications Office on request.

MAIL SERVICE

Mail is delivered to the campus by U. S. Postal Service once each morning Monday through Friday (except recognized postal holidays). Mail will be placed in the mailboxes or delivered to buildings as soon as possible after it is received and sorted.

In order to allow time for mail to be metered and placed in the outside mailbox for pickup, items should be received in the mailroom no later than 2:00 p.m. Monday through Thursday and no later than 12:00 noon on Friday. Outgoing mail **MUST** be clearly marked to indicate the originating department or office.

In order to process the mail correctly it should be divided into the following categories:

1. On-Campus mail
2. Personal outgoing mail (must be sealed/stamped)
3. Sealed or unsealed mail

Each group should be in separate bundles with a rubber band around each category. Media mail such as catalogs, books, magazines, video tapes, or CD/DVD's should be clearly marked so they can be shipped at book rate.