Procedure 2.0403

Campus Calendar Access Procedure

The College maintains a campus calendar with information related to events occurring on campus. Access to post and edit information on this calendar will be restricted to the following positions on campus.

- Executive Assistant to the President

- Administrative Assistant for Vice President of Academics

- SGA Coordinator

- Administrative Assistant for Vice President Student Services

- Continuing Education Records Specialist

- BCCC Foundation Specialist

Requests for access to post on the campus calendar by other parties will be evaluated by Senior Staff.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: Publications Guidelines Policy

History

Senior Staff Review/Approval Dates: *03/01/2017 (electronic vote)*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*