



Saint Xavier

UNIVERSITY

www.sxu.edu

DIGITAL MONITOR POLICY

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The Saint Xavier University digital monitors are the television screens with rotating messages, located throughout the Warde Academic Center and the Graham School of Management. The digital monitors are designed to deliver the following messages across campus as they pertain to SXU:

- Important dates
- Important phone numbers/contact information
- Essential student services and departments
- Essential program information for appropriate recruiting opportunities
- Campus events
- Campus initiatives
- Emergency notification
- Welcome messages during Via and admission events

If you believe your request meets one or several categories, please email urprojects@sxu.edu with your content and date of expiration for the slide(s) to have your request considered.

Slides designed by University Relations will be displayed on the monitors. Slides designed outside of University Relations will be reviewed and might be considered for the monitors. University Relations reserves the right to amend, edit or update any slides and may decline slides.

TIMELINES

Upon receipt of content to University Relations, please allow **two weeks** for a designed digital monitor slide. Once we produce the slide, it will be sent to the requestor for approval prior to posting on the digital monitors. Please consider requesting slides be made at least four weeks in advance. Requests that come in late or too close to an event date may be denied.

Digital monitors are updated based on the frequency of incoming requests and the nature of the slides. Slides promoting important dates and campus events, for example, will be removed or updated on a more frequent basis.

Please note University Relations does not handle troubleshooting issues with the digital monitors around campus. Please contact IT by putting in a HUB ticket.

Disclaimer: University Relations reserves the right to maintain digital monitor policies and procedures as it pertains to timeliness, content and design. University Relations also reserves the right to make changes to its digital monitor policies and procedures as questions and concerns are brought to our attention.