

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE SOLICITATION ON CAMPUS	Policy 3.03.02
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I. Solicitation on Campus

1. No goods or services may be sold or purchased on campus by any individual, organization, or corporation, except through regularly approved distribution centers such as the bookstore, student club fundraiser, or food service, unless specifically approved by the president or his/her designee. College employees are prohibited from soliciting students or staff members for the purpose of selling a good or service.
2. A publication (other than textbooks or instructional materials) may be sold or otherwise distributed on campus if it meets the following requirements:
 - a. Any person, corporation, public association, or club shall make a written request to the president for a permit to sell or distribute publications or leaflets, such request must contain the following information:
 - (1) name(s) of owner,
 - (2) name of publisher,
 - (3) place where published, with the address,
 - (4) frequency of publication,
 - (5) a copy of the publication to be distributed, and
 - (6) proposed sale price
 - b. The distributor agrees to hold the college harmless in any dispute, claim or legal action resulting from the distribution or sale of the publication.

II. Student and Personnel Information Provided for Commercial or Solicitation Purposes

1. Employee and student information will not be provided to persons or organizations for commercial or solicitation purposes except as allowed by law and policy. For employees, only certain information is available for public inspection as per N.C.G.S § 115D-28. For students, directory information as defined by FERPA and College Policy, may be provided for purposes deemed beneficial to College employees or students by the President or his designee unless the student has opted-out of the disclosure of directory information as stated in College Policy ~~6.23(4)(b)~~. **6.04.07 – Student Records.**
2. Situations where the release of student directory information may be deemed beneficial include informing College students of educational or career opportunities or eligibility for special services.

Cross Reference: 3.01.01 – Visitors and Minors on Campus
4.02.14 – Personnel Files
~~6.23 – Confidentiality of Student Records~~ **6.04.07 – Student Records**

Adopted: April 22, 2014
April 28, 2015