

## MyMRU Home Page Announcements Guidelines

Members of the Mount Royal community are encouraged to share their announcements on the home page of MyMRU. Announcements can be posted for all students and staff, or can be targeted for just students, just staff, just faculty or a combination.

Guidelines for posting are that the announcement:

- provides information that will be of broad interest to members of the University community
- is not more appropriately placed elsewhere (anything with a date, time and location should be [submitted to the event calendar](#)). Please see the [event calendar guidelines](#)
- is timely in that the information is relevant within a window of up to one month and is not to be posted for more than two weeks
- helps students and/or staff perform their job, succeed in their studies and participate in campus life
- pertains to something happening on campus that is sponsored or co-sponsored by MRU
- is a once-a-semester update from areas with numerous deadlines and initiatives. These updates should detail all the important dates for the semester, plus provide the recipient the chance to join a Google group for regular messages

In general, announcements should not be made for activities or events concerning entities, clubs or organizations not chartered or approved by the University. Examples of announcements that will not be listed include:

- those for specific courses, exams and deadlines already in student calendar
- ongoing promotion and registration deadlines for a club, event or activity
- off-campus events
- announcements emphasizing a negative campus image or lifestyle
- ongoing marketing by on- or off-campus businesses
- solicitations for donations by off-campus charities
- messages that are fraudulent, harassing, defamatory, obscene, threatening or violate laws

Please submit general announcements to [mymru@mtroyal.ca](mailto:mymru@mtroyal.ca). Requests should be received at least three full business days prior to the desired date of the communication. The tone of announcements should be in line with the University brand, with an awareness that messages can go beyond campus, and be cordial and positive (not blunt or brash).