

Announcements on procedures for closing school or canceling classes due to inclement weather or other emergencies shall be approved by the President or his/her designee.

Upon approval of the Marketing and Public Relations office, announcements may be posted on campus-wide bulletin boards. Announcements from/by outside agencies or special interest groups shall be approved by Marketing and Public Relations Office or the office of the College President.

When college announcements are made by phone or texts the following delivery system will be utilized:

Sandburg Emergency Alerts: The College will send notifications to student, staff, and faculty home phone, mobile phone, and e-mail addresses in the event of a College closure, emergency, or security alert. Recipients pay no fees for the service, other than any regular fees associated with text messaging services by their provider.

Sandburg Communication: The College may send automated notifications to students via text, phone, and Sandburg e-mail address regarding informational items such as class cancellations, and tuition due notifications. Permission to text/call a student with an automated message will be obtained on the College's application for admission. For currently enrolled and returning students, permission to text/call with an automated message will be obtained at the point of registration. The student can change their permission status at any time.

This permission does not extend to emergency notifications. The College can call and send text messages without permission in the event of a college closure, emergency, or security alert.

Freedom of information requests: Any person seeking inspection and/or copying of public records in accordance with the provisions of the Illinois Freedom of Information Act (FOIA), ILCS 140 may do so by contacting the Freedom of Information Act Officer at Carl Sandburg College, 2400 Tom L. Wilson Blvd., Galesburg, IL 61401. The request will be fulfilled within five (5) business days unless the College and the requestor reach agreement on a longer timeframe.

Information or records requested and approved for release may be inspected at the College offices between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except on designated holidays.