

IS-5 Licensing and Operation of University  
Radio, Television, and Microwave Facilities



Refer questions to Information Resources and Communications  
University of California Office of the President

Revised  
October 2, 2006

---

**Table of Contents**

I.	Introduction.....	2
II.	Roles and Responsibilities .....	2
	A. Office of the President .....	2
	B. Campuses .....	2
	1. Radio and television stations .....	2
	2. Oversight of all other FCC licenses .....	3
III.	Procedures for New Applications for Non-Commercial Educational Radio and Television .....	3
	A. Regental Approval .....	3
	B. New Facility Applications .....	3
	C. Preparation of a Regent's Item.....	4
IV.	References.....	4

## I. Introduction

The University of California operates hundreds of radiofrequency stations licensed by the Federal Communications Commission (FCC) in accordance with FCC rules and regulations. University operations include educational television and FM radio stations, satellite-delivered television and fixed service stations, fixed microwave stations, wireless microphone systems, and telemetry and paging systems. University radio and television station licenses are issued to the Regents of the University of California.

The purpose of this bulletin is to provide information regarding the licensing procedures and operational requirements of radio, television, microwave stations, and other telecommunications systems at the University of California.

In addition to compliance with FCC rules and regulations, broadcasting and other telecommunications activities are subject to the allowable use and privacy provisions of the University of California [Electronic Communications Policy](#).

## II. Roles and Responsibilities

### A. Office of the President

The Associate Vice President - Information Resources and Communications (IR&C), Office of the President, is authorized to submit applications for new licenses to the Federal Communications Commission as granted by Presidential [Delegation of Authority](#) to Business and Finance and [Redelegation of Authority](#) by the [Sr Vice President – B&F](#) (February 10, 2005).

IR&C coordinates station licensing, renewal, and modification, and also serves as the University liaison with the FCC in matters of compliance with commission regulations. Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from [IR&C](#).

### B. Campuses

Campuses should consult IR&C for response to or handling of any FCC-related information requests, such as communications regarding broadcast irregularities or general licensing questions.

#### 1. Radio and television stations

Campuses are responsible for:

- designating an individual to be responsible for operations of campus radio and television stations in compliance with FCC rules and regulations,
- ensuring that all operators are familiar with FCC rules and regulations,

- retaining on site copies of current applicable sections of the regulations, and
- maintaining a public inspection file for broadcast applications and licenses.

## 2. Oversight of all other FCC licenses

Each campus is responsible for:

- designating an individual for oversight of all other types of FCC licenses,
- initiating new FCC license applications and modifications of licenses and submitting license applications to IR&C,
  - Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from [IR&C](#)
- maintaining records of any permits and licenses,
- ensuring compliance with all permit and license conditions,
- coordinating with IR&C regarding the use of shared channels, such as 800 MHz trunked systems, to ensure equitable sharing and equipment compatibility throughout the UC system, and
- disposing of inactive equipment in conformance with Business and Finance Bulletin [BUS-38, “Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material.”](#)

Each campus must contact IR&C promptly to coordinate a timely response if notices of violation of FCC rules and regulations are received.

## III. Procedures for New Applications for Non-Commercial Educational Radio and Television

### A. Regental Approval

Authorization to establish new radio and television broadcast facilities requires approval by The Regents. Such facilities include instructional television fixed stations (ITFS), microwave stations, and noncommercial educational radio stations.

Prior to the preparation of an FCC application for a permit, the Chancellor shall submit a Discussion and Information Regents’ Item.

### B. New Facility Applications

Applications for a new radio or television facility should include:

- campus analysis of the departmental request, including station and financial feasibility,
- an analysis of cost and service benefits, and
- Chancellor’s plan for an appropriate organizational structure to ensure conformance to FCC rules and University standards.

### ***C. Preparation of a Regent's Item***

Regents' items must be prepared according to established procedures. Contact IR&C for assistance. The Regents' item should include:

- **Purpose of Station:** Include geographical area of coverage in statement of purpose.
- **Program Outline:** Programming shall reflect FCC rules and regulations for non-commercial educational radio and television stations, and University standards of quality.
- **Estimated Cost and Source of Funds:** State capital and operating costs by fiscal year and identification of their source.
- **Schedule for Completion**
- **Plan for Administrative Responsibility:** Campus broadcast stations shall operate under the administrative control of the Chancellor.

## **IV. References**

[Electronic Communications Policy](#)

[Electronic Communications Policy Implementation Guidelines](#)

[FCC Licensed Operations of Radiofrequency Stations](#)