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Registered Graduate Student Organization

Handbook

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2. **Non-Departmental Organizations**
   a. **Cultural / International**
      i. An organization that offers opportunities to explore cultural, social, and service aspects of various cultural and international groups.
   b. **Political / Advocacy**
      i. An organization whose primary purpose and activities support or oppose any specific ideology, political thought, or cause.
   c. **Professional**
      i. Organizations whose purpose and activities help prepare students for particular professions after graduation.
   d. **Religious**
      i. Any organization that has as a primary purpose the activity of worship, devotion, prayer, mediation, or study of religious concepts or that requires membership affiliation or shared beliefs with a group generally recognized as a religion, or that furthers or opposes a religious ideology.
   e. **Service**
      i. Organizations that provide a learning opportunity for students in the area of community service and volunteering for the University and Syracuse communities.
   f. **Special Interest**
      i. These organizations offer students opportunities to get involved in a variety of activities not generally offered in any other category.

II.   BENEFITS OF MEMBERSHIP

1. Privileges Associated with Graduate Student Organization Recognition

    a. Recognized student organizations are integral to the educational process at Syracuse University; they therefore are eligible to receive certain privileges, provided they remain in good standing, complete the annual registration process with the Graduate Student Organization (GSO), and comply with the policies and procedures of Syracuse University. Once recognized, the privileges associated with recognition include:

        i. Use of Syracuse University's name as part of the recognized student organization's name, as long as the group uses Syracuse University to describe the location of the organization. For example, an organization could not use the name "Syracuse University Accounting Club." Rather, the group could use "Accounting Club at Syracuse University."

        ii. Use of Syracuse University facilities, services, and resources

        iii. Sponsorship or promotion of activities on University property

        iv. Distribution of literature, flyers, posters, banners, or organizational print materials consistent with the Campus Posting Policy (see section XII) and the Code of Student Conduct

        v. Listing in University publications

        vi. Eligibility to apply for an annual budget and other funds from the GSO and Syracuse University.

        vii. Eligibility to fundraise on campus through approved activities.

        viii. Assistance with program development, implementation, and assessment from Student Centers and Programming Services, The GSO and the Graduate School.

III. RE-REGISTERING CURRENTLY RECOGNIZED GRADUATE STUDENT ORGANIZATIONS

Re-Registration

Established student organizations must re-register with the Graduate Student Organization each academic year before the GSO's Budget and Election's meeting, which usually takes place at the end of April (or as otherwise specified on the GSO website: http://gradorg.syr.edu) to be eligible for an annual budget for the following academic year. If an organization wishes to re-register but does not wish to apply for annual funds, their application will be taken on a rolling basis. If an organization fails to re-register for one complete academic year, the organization will be required to apply for formal recognition as a new student organization.

1. **Recognition Requirements**
   a. To re-register your organization, you must submit an Organization Renewal Form, which includes an updated adviser contract and organization constitution, to the GSO. The Renewal Form is found on the GSO website at http://gradorg-dev.syr.edu/forms/organization-renewal/.
   b. All recognized Graduate Student Organizations must have:
      i. A University Adviser
      ii. A current and typed constitution on file with the GSO
      iii. A minimum of 4 elected officers
      iv. A minimum of 6 members (Executive Board members are members and count toward this minimum)
      v. Executive Board information updated and on file with the GSO
   c. A student organization's membership must be open to all Syracuse University and SUNY-ESF students, through general body membership or through an audition process. An exception is made for organizations which are affiliated with one or more specific degree programs or departments, in which case, such organizations may limit membership to those currently enrolled in said particular departments or other academic units. Organizations may, at their discretion, also include in its membership other members of the Syracuse University and SUNY-ESF community, including faculty, staff and community members.
   d. At least one officer of your organization must complete a Recognized Graduate Student Organization training session. Times and locations of these training sessions will be posted to the GSO website (http://gradorg.syr.edu) and sent directly to the primary officer of all organizations who have submitted a Renewal Form.
   e. A joint endorsement of the application is required for those student organizations designated by the Graduate Student Organization as:
      i. Religious Organizations (Endorsement by Hendricks Chapel)
      ii. Club Sports (Endorsement by the Department of Recreation Services)

    f. If you do **not** currently meet the criteria for re-registration, please see section IV for information on how to become a recognized Graduate Student Organization.

2. **University Advisers**
   a. All recognized student organizations are required to have a **University Adviser**. Only full time university staff and / or Faculty may serve as University Advisers. University Advisers counsel organizations in the exercise of responsibility and provide support to individual members, but they do not have the authority to control the policies and practices of organizations.
   b. Recognized Organizations should expect the following of their University Adviser:
      i. Assistance in establishing long-range goals and in planning and initiating short-term projects
      ii. Resource referral, problem-solving advice, and suggestions for improvement in the organization
      iii. Assistance in assessing group projects and programs and in improving leadership skills within the organization
      iv. Accountability and integrity

3. **Limits to Organizational Recognition**
   a. A recognized student organization may *not*:
      i. Authorize the organization to enter into contracts or otherwise act on behalf of Syracuse University
      ii. Authorize the organization to (1) use the University's name for any commercial purpose or in any way which may reflect adversely upon the University, or (2) use the University's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of Syracuse University without the express permission of the Director of Marketing and Trademark Licensing, 315-443-2838
      iii. Imply or otherwise create the appearance that Syracuse University sponsors, controls, or is responsible for the activities of the recognized student organization

4. **Loss of Recognition**
   a. Failure to re-register as a student organization at the appointed time during the academic year may result in immediate loss of associated privileges. In addition, recognized student organizations may lose recognition—temporarily or permanently—for any of the following reasons:
      i. **Financial:**
         1. The student organization is found to have unpaid or overdue bills or the organization has inadequate resources to cover campus expenses.

2. The student group has repeatedly engaged or attempted to engage in spending behavior that is outside the GSO's fiscal policy.

ii. **Membership:** the total membership of the organization decreases below the required six (6) currently enrolled students

iii. **Disciplinary**: the student group has been sanctioned for violations of the Code of Student Conduct or related policies. Refer to the student handbook:http://www.syr.edu/currentstudents/studenthandbook/pdf/studenthandbook2011.pdf

b. Loss of recognition status for academic, financial, or membership reasons may be appealed in writing to the GSO Executive Board. If the issue is not resolved at that level, a written letter of appeal may be filed with the GSO Senate, which will consider the issue at its next business meeting, and whose decision will be final. Loss of recognition for disciplinary reasons will be resolved and reviewed consistent with the procedures of the University judicial system.

5. **Compliance with Internal Policies and Procedures**

a. All recognized student organizations and their members are expected to abide by the organization's constitution, charter, by-laws, and/or rules of order of the organization. To the extent that meeting procedures are not addressed in those documents, Robert's Rules of Order will be assumed to apply.

b. In addition, all recognized student organizations are expected to follow the policies and procedures of the Graduate Student Organization, or other governing bodies involved in the overseeing of said organization. The GSO or other governing body may choose to suspend privileges for those recognized student organizations or individual members found to have violated the policies and procedures of either the GSO or other governing body.

IV.   NEW GRADUATE STUDENT ORGANIZATION RECOGNITION PROCESS

Creating a New Organization

Syracuse University students who do not find one of the University's currently recognized student organizations to fit their interests have the opportunity, and are encouraged, to create their own organization. The following information will guide students through the application process and steps necessary for creating a new organization.

1. **The Application Process**
    a. All prospective student organizations MUST submit a completed GSO Application Packet, which includes:
        i. An Organization and Officer Registration form
        ii. Intent and University Benefit Form
        iii. Adviser contract
    b. The Packet also includes a Constitution Writing Guide to aid you in creating a constitution.
    c. All of these materials can be accessed from the GSO website via http://gradorg-dev.syr.edu/forms/registering-grad-only-orgs/. Once the online application has been submitted, all materials will be reviewed by the GSO's Internal Vice President for review.
    d. The GSO will accept all organization applications on a rolling basis. However, to apply for an annual budget for the following academic year, you must be registered by March 15th of the previous year.
    e. During the application review process, the Internal Vice President will consider the following criteria for recognition:
        i. Completed registration material
        ii. A typed constitution defining the lawful purpose of the student organization, criteria for membership, and organizational mission and objectives
        iii. Completed Student Organization and Officer Registration form
        iv. A minimum membership of 6 currently enrolled Syracuse University or SUNY-ESF Graduate Students
        v. A minimum of four officers that are either full or part-time graduate students matriculated into a program.
        vi. Recruitment of membership meets the requirements outlined in III.1.c of this document.
        vii. The purpose of the organization is not to support or promote a specific political candidate.
        viii. Promote the values of Community, Education and Leadership.
    f. Prospective student organizations need to have a purpose that is long-term, is not already adequately addressed by other organizations, requires the continual recruitment of new members, and is not-for-profit.

g. If all criterions are met, the Internal Vice President will schedule a meeting with an officer of the prospective organization to discuss the organization's mission and vision, in detail, before rendering a decision on recognition. Notification of the Internal Vice President's decision will be sent via e-mail to the prospective student organization's primary contact (e.g., the President).

h. Prospective organizations that are awarded recognition MUST complete an officer training with the GSO prior to official recognition. Following the completion of training, the organization will be recognized through the academic year in which the organization was registered. The Organization must re-register with the GSO to continue recognition in future academic years, under the procedures in section III.

2. **Appeal Process for Denied Recognition**

   a. In the event that a prospective organization is denied recognition due to a failure to meet all, or any, criterion listed above, the prospective organization may appeal the GSO's decision.

   b. To appeal the decision, the denied organization should submit to the GSO (gso@syr.edu) the following documents:

      i. All student organization application materials as originally submitted to the GSO

      ii. A letter defining the nature of the group's grievance and their rationale for a reconsideration of the GSO's decision

      iii. Any other supporting materials, including a letter from the proposed faculty / staff adviser.

      iv. All appeals will be reviewed by the GSO Executive Board. Appeals MUST be submitted within 5 business days of notification of denied recognition. Notification will be made via e-mail to the prospective organization's primary contact.

V.   FUNDING OPTIONS FOR YOUR ORGANIZATION

Graduate Student Fee

The Graduate Student Organization is completely supported by the Graduate Student Fee (for more information on this fee, please refer to Article VII of the GSO Constitution). As a Recognized Graduate Student Organization, there are a variety of ways in which your organization can access GSO funds. They are listed below.

1. **Annual Budget**
   a. All Recognized Student Organizations are eligible to apply to the GSO for an annual budget.
   b. An annual budget must include:
      i. Detailed description of the projected use of the funds
      ii. Other avenues of support
      iii. Names and Contact Information for officers
      iv. Any financial arrangements with your department (i.e. Memoranda of understanding).
   c. The Budget must be submitted to the GSO by March 15th, or a date chosen by the GSO Finance Committee. Once submitted, the budget will be reviewed by the GSO's Finance Committee. The Committee then makes a recommendation to the Senate, and the GSO Senate votes on all proposed budgets at their annual Budget Meeting held in April. After this meeting, organizations will be notified via email of the Senate's decision.

2. **Special Programming**
   a. If an organization wishes to apply for funding for an event not planned for in a GSO Budget, or if the organization does not have a GSO Budget, the organization may apply for Special Programming funding. The Special Programming Fund Application can be found on our website at http://gradorg-dev.syr.edu/forms/special-programming/.
   b. Once the application is submitted, it will be reviewed by the Finance Committee. Applications must be submitted six weeks prior to the event, or at least 10 days before the next GSO senate meeting (dates for these meetings can be found on our website, gradorg.syr.edu). The Finance Committee will make a recommendation for funding to the Senate, and then the Senate will decide on the amount awarded. Organizations will be notified via email of the Senate's decision.

3. **Start-up Funds**
   a. The GSO has a limited amount of start-up funds that are awarded to new Graduate Student Organizations. New Organizations can apply for these funds to

be used as would funds allocated through an annual budget. This is intended to support new graduate student organizations prior to applying for an Annual Budget.

VI.   FUNDRAISING

1. **Policy on Fundraising**
   a. Recognized Graduate Student Organizations and University Departments are beholden to the University's official policies when undertaking a fundraising initiative. For purposes of this policy, fund raising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

2. **Guidelines**
   a. The following guidelines are applicable to all fundraising activities by recognized graduate student organizations on Syracuse University's owned, operated, or controlled property:
      i. The organization conducting the fundraising must complete a request form and obtain approval of the fund raising activity from the Graduate School (207 Bowne Hall) and the GSO. This form is found on the GSO website (gradorg.syr.edu/forms/).
      ii. The fund raising activity is required to offer a benefit to the University community that is consistent with the University's educational mission
      iii. The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization and the Code of Student Conduct and other applicable policies of Syracuse University. Further, the fund raising activity must not violate legal, tax, or corporate restraints upon the University
      iv. An accounting of any funds raised must be provided to the GSO and the Graduate School within five business days after the event
      v. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event
      vi. In the absence of an available exemption, the event sponsor is responsible for ensuring the collection, reporting, and payment of all applicable New York State sales and use taxes
      vii. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state, and local laws, rules, and regulations
      viii. Spaces in which the fundraising activity is occurring must be identified by a sign indicating the conducting entity's name, goods, and/or services being sold, and prices
      ix. Neither individuals (regardless of affiliations with Syracuse University) nor private, commercial organizations may sell or promote the sale of products or services on Syracuse University owned, operated, or controlled property except:
         1. Individuals or organizations with whom/which Syracuse University has entered into a written contract

      2. Individuals or organizations authorized in writing by Syracuse University to engage in the sales of goods or services for the benefit of a recognized student organization

  x. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event

  xi. Syracuse University reserves the right to require third parties participating in or conducting fund raising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the University and/or agree to indemnify the University and University personnel against liabilities arising from their acts or omissions

  xii. Syracuse University reserves the right to approve the identity of any proposed sponsor and the content of sponsorship materials associated with a fund raising activity

3. Fundraising for Non-University Affiliated Charitable Organization

  a. Fund raising for non-profit, charitable organizations (*e.g., The Red Cross, Salvation Army, etc.*) having no direct affiliation with Syracuse University is permissible provided that the above guidelines are followed, and:

  b. The organization receiving the donations (*e.g., The Red Cross, etc*) submits a statement of support on the organization's letterhead to the Graduate School and the GSO acknowledging that the fund raising will occur on its behalf and indicating the expected date of the receipt of the donation

  c. The organization provides proof to the University that it is registered with the secretary of state of the State of New York as a not-for-profit, charitable organization, that it has received an Internal Revenue Service exemption letter, and that its proposed use of University owned, operated, or controlled property is in furtherance of its tax-exempt, charitable purpose(s)

  d. The recognized student organization planning the event is responsible for all costs incurred in connection with the event, other than those borne by the charitable organization

  e. Educational information about the agency and the services it provides is made available at the event

  f. In the absence of an available exemption, the charitable organization is responsible for the collection and reporting of all applicable New York State sales and use taxes

  g. The charitable organization is responsible for ensuring that its activities comply with all applicable federal, state, and local laws, rules, and regulations

4. Fundraising Examples

a. Syracuse University provides the following as general examples of items that may be used to raise funds. Please note that the University reserves the right to review and approve all items.
   i. Items for sale that have been produced by the organization (e.g., baskets, bouquets of flowers)
   ii. Cash donations
   iii. Donations of items of value (e.g., clothing, school supplies)
   iv. Items for sale that are directly related to the student organization's mission or goals (e.g., plants sold by the Horticulture Club)
   v. Items that promote school spirit (e.g., buttons, balloons) but do not conflict with University trademark policies
   vi. Pre-packaged items (e.g., candy, gum)

5. **Prohibitions**
   a. Syracuse University reserves the right to restrict all fund raising activities to reasonable times, places, and manners. The following activities are specifically prohibited:
      i. Solicitation by credit card or telephone card companies, with the exception of those approved by the University Bookstore or an appropriate Chancellor's Cabinet officer
      ii. Door-to-door fund raising on Syracuse University owned, operated, or controlled property
      iii. Fund raising on the University Quadrangle
      iv. Fund raising for any candidate for political office
      v. Sale or distribution of items that violate University trademark rights or existing contracts
      vi. Receipt by individuals who organize a fund raising activity of proceeds from the activity

6. **Locations**
   a. The specific campus locations listed below have established additional criteria for fund raising activities. All of these areas require the approval by the Office of Student Centers and Programming Services and:
      i. Residence Halls: approval by the Office of Residence Life and the residence director of each residence hall in which fundraising is to occur
      ii. Dining Areas: approval by the specific dining hall/location manager
      iii. Academic Buildings: approval by the appropriate dean, director, or building coordinator of the facility
      iv. Recreation Facilities: approval by the Department of Recreation Services. This applies to athletic fields and gymnasiums
      v. Manley Fieldhouse: approval by the Department of Athletics
      vi. Carrier Dome: approval by the manager of the Carrier Dome

7. **Additional Restrictions and Requirements**
    a. Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in the policy.

8. **Enforcement**
    a. Failure to obtain permission to engage in or sponsor sales or fund raising, or failure to adhere to University policy regarding activities for which permission has been granted, will result in the curtailment and/or cancellation of the event by the Graduate School, the Office of Student Centers and Programming Services or other appropriate University official. The University judicial system has jurisdiction over complaints against any student or recognized student organization(s) alleged to have violated this policy.

9. **Sanctions**
    a. Sanctions for violation of this policy by students and/or recognized graduate student organizations include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of organization recognition, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

10. **Reservation of Rights**
    a. Syracuse University reserves the right to amend this policy at any time.

11. **Accepting Donations**
    a. Graduate student organizations may accept cash donations to be deposited by the Graduate School, provided they have prior approval from the Graduate School. University department donations made to student organizations should be spent out of the respective departmental account and therefore money should not be transferred from a University department into the student organization fundraising account. Additionally, funds maintained in the student organization fundraising account cannot be used to pay students for services.

VII.   FISCAL POLICIES AND ACCOUNTING PROCEDURES

Recognized graduate student organizations are required to comply with the following policies in making expenditures from either allocated or self-generated funds. A full accounting of these policies can be found in the GSO Fiscal Policy, available at
https://docs.google.com/open?id=0BwjmjuAvB3UcTU5LaVlmYW42bzA.

1. **Accounting**
    a. **GSO Awarded funds:**
        i.   The GSO maintains recognized organization funds awarded from the GSO's annual budget. Student Organizations are responsible for maintaining their own independent record of funds awarded to them from the GSO.
        ii. If you have questions about your GSO account, contact the GSO Comptroller at gsocomptroller@syr.edu.
    b. **Self-Generated Funds (i.e. Fundraising):**
        i.   The Graduate School holds an organization's fundraising and otherwise self-generated funds.
        ii. All funds generated through fundraising (i.e. funds generated by the organization independent from GSO allocated funds) will remain in your organization's account with the Graduate School, and are subject to all applicable university policies and procedures.
        iii. An organization will be required to meet regularly with the Graduate School regarding their account and any monies accrued through fundraising.

2. **Expense Pre-Approval Form**
    a. Expense Pre-Approval forms must be submitted to the GSO comptroller before any expenses are made on behalf of the student organization. This form is available online at http://gradorg-dev.syr.edu/forms/expense-approval/. All details regarding purchase and expenditures can be found in the GSO's Fiscal Policy.

3. **Student Reimbursements**
    a. Graduate students who spend personal funds on goods, services, etc. **will not** be reimbursed for these expenditures without copies of original receipts. All expenses must align with the GSO's fiscal policy and all university policies. It is recommended that you consult our fiscal policy and Syracuse University's policies on reimbursing expenses before you pay any out of pocket expense for your organization.

VIII. ALCOHOL POLICY

Recognized Graduate Student Organizations may use their organizational funds for the purchase of alcohol as long as it conforms to all university policies. The full Syracuse University alcohol policy can be found here: http://supolicies.syr.edu/fac_teach/alcohol.htm.

1. Below is an overview of the most pertinent policies regarding the purchasing, use and consumption of alcohol at Syracuse University through Graduate Student Organization funds:
   a. Unlawful behaviors involving alcohol including, but not limited to: underage drinking, public intoxication, drinking and driving, and manufacturing, distributing, and using false identification are prohibited.
   b. Alcoholic beverages may be served on University owned, operated, or controlled property or at University-sponsored events only in:
      i. Specifically licensed locations:
         1. The Goldstein Alumni and Faculty Center
         2. The Schine Student Center
         3. The Carrier Dome
         4. Syracuse Stage
         5. Drumlins Country Club
         6. The Inn Complete
      ii. For other approved locations, Campus Catering will need to obtain a temporary permit. Temporary permits require a letter of authorization from the appropriate dean, director, or department head in charge of the location where the event is held. The letter of authorization must state that this official will take full responsibility for adherence to the procedures listed in this policy.
      iii. Students under the legal drinking age may not distribute, sell, purchase, possess, or consume alcohol. Violations of this subsection will be determined from all the circumstances. Underage students found in the presence of alcohol, but who are not determined to have engaged in actual attempted distribution, sale, purchase, possession, or consumption of alcohol, may be required to meet with a staff member to discuss their choices concerning peer interactions, social activities, and use of alcohol.
      iv. Events occurring on University-owned, operated or controlled property and all University-sponsored events where alcohol is present must conform to the guidelines identified under Service Control Procedures and Registration and Facilities Requirements below.
      v. University funds may be used to purchase alcoholic beverages where lawful and in accordance with the values and principles of this policy.

c. Campus Catering is recognized as having primary responsibility for serving and selling alcohol for campus events. In addition to the procedures described in Service Control Procedures and Registration and Facilities Requirements (all of which can be found at [SU Drug, Tobacco and Alcohol Policy](#), the following catering procedures apply to events where alcoholic beverages are to be served:

    i. All orders must be placed through Campus Catering for alcohol purchases totaling $25 or more.

    ii. All persons who appear to be under the age of 35 will be proofed. One form of photo I.D. acceptable to the University will be required for all in attendance.

    iii. Temporary liquor licenses are required for all bars at non-licensed facilities.

    iv. Student organizations must provide a letter from the organization's adviser confirming that 75 percent of the attendees are over 21 years of age.

    v. Public safety and/or catering personnel must be present at all events serving alcohol.

IX. THE EVENT/PROGRAM PLANNING PROCESS

The Graduate Student Organization partners with the Graduate School and Student Centers and Programming Services to provide assistance and services for student organizations, their sponsored events, and other types of graduate student programming. Recognized graduate student organizations interested in planning an event or program on the Syracuse University campus are required to follow a program planning process. The following information will assist organizations in successfully planning, marketing, and hosting programs for the campus and surrounding community. Questions regarding the program planning process and/or programming deadlines may be directed to the GSO (gso@syr.edu).

1. **The First Step: Expense Pre-Approval**
   a. Before any organization undertakes an event for which the GSO's funds will be used, the organization must submit an Expense Pre-Approval Request form to the GSO via http://gradorg-dev.syr.edu/forms/expense-approval/. This should be submitted at least 4 weeks prior to the event (although 8 weeks is recommended). Organizations wishing to program outside of this deadline may request an exception to the process by emailing gsocomptroller@syr.edu. The Comptroller will approve or deny the request in consultation with the President, the Graduate School (if applicable), and the GSO's fiscal policy.
   b. If you are planning to fundraise during your event, you must also contact the Graduate School.

2. **The Contracting Process**
   a. A contract is a legally binding obligation. Usually a contract involves the agreement to pay a specific sum of money in exchange for the performance of specific services. Negotiating contracts is a very important part of program planning. Recognized Student Organizations are cautioned to use care when discussing potential performances over the telephone or electronic mail. Both Recognized Graduate Student Organizations and individuals in those organizations can be held financially liable for contracts and agreements, both written and oral. It is important, therefore, to understand and adhere to the following process when you wish to arrange for a guest artist, band, or speaker to appear on the Syracuse University campus:
      i. Syracuse University students are authorized to inquire with a talent agency about a possible campus performance by an artist.
      ii. When speaking with a talent agency representative, you should discuss the fee range for the performer and possible dates, times and on-campus locations for the event. Once you have obtained this information, meet with the GSO Comptroller who can then direct you through the contracting process. The only person authorized to sign contracts on behalf of Syracuse University is the Syracuse University Comptroller.

        iii. **DO NOT SIGN ANY DOCUMENT ASSOCIATED WITH THE PERFORMER OR AGENT. IF YOU SIGN A CONTRACT, YOU CAN BE HELD PERSONALLY LIABLE FOR ITS TERMS AND CONDITIONS.**

3. **Meeting Space**
   a. Recognized Student Organizations schedule space directly with the Student Centers and Programming Service Office. General body meetings, (defined as a meeting open to members as well as potential members of the specified organization) can be requested by using the online Student Organization Room Reservation Form.
   b. Events and programs that require services such as safety, public safety, catering and/or specific technical requirements, or, any gathering defined as an event or program must be requested at least 15 days prior to the event and follow the Program Planning Process(PDF).
   c. Event changes, modifications and cancellations can be requested by using the online Update / Cancellation Form.
   d. To reserve space in University facilities other than student centers or academic spaces, please contact the following*:
      i. Quad   Student Centers and Programming Services
      ii. AG Gyms   Hendricks Field Director, Recreation Services
      iii. Women's Building   Gyms and Studios Director, Recreation Services
      iv. Bird Library   Library Administration
      v. Goldstein   Alumni and Faculty Center Food Services
      vi. Hendricks Chapel   Hendricks Chapel Dean's Office
      vii. Inn Complete   Inn Complete Manager
      viii. Manley Field House   Assistant Director of Athletics, Manley Field House
          * Please note that each facility has different requirements and costs.

   e. To reserve space in a non-University facility such as the Landmark Theatre, OnCenter etc., please contact Student Centers and Programming Service Office.

4. **Confirmation Process**
   a. **Requests for Event Space in Schine and Goldstein Student Centers:**
      i. Space allocation confirmations will be distributed via email for acceptance or decline within ten (10) days of submission deadline date
      ii. Accepted space will be processed and confirmation will be available within three (3) business days of receipt
      iii. Declined space will become immediately available to other requestors
   b. **Requests for Event Space in Syracuse University Academic Buildings:**
      i. Space allocation confirmations will be distributed within three (3) days of the completion of the University Registrar's course and exam scheduling process

        ii. Space accepted will be processed and confirmation will be available within three (3) business days of receipt

        iii. Space declined will become immediately available to other requestors

Note: The space allocation committee will do its best to place recognized student organization events in their requested venue and date. Priority will be given, however, to events on the University-wide calendar (i.e., Homecoming, Parents Weekend, Commencement, etc.).

5. **Use of University Academic Quadrangle ("The Quad")**
   a. Below is information regarding Quad use as stated in Syracuse University's [Quad Use Policy](#):
      i. Syracuse University's quadrangle, affectionately known as "the Quad," is an open green space designed to be accessible, safe, attractive, and to be used by members of the University community and their guests.
      ii. Use of the Quad space (defined as the grassy area bounded by sidewalks, which include Hendricks Chapel and steps, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall) for Syracuse University-related activities or events must be reserved by an academic or administrative department, or by a Recognized Graduate Student Organization in good standing with the University**.**
      iii. Individual University members who utilize the Quad to exercise free speech absent participants, should refer to the Syracuse University Student Handbook for review of the Campus Disruption Policy and the Statement of Student Rights and Responsibilities, specifically Assembly and Protest. The Office of Student Centers and Programming Services (SCPS), Suite 228D, Schine Student Center, has established the following space reservation guidelines:
         1. The sponsoring group and participants are bound by applicable University policies, local and state ordinances, and the Code of Student Conduct.
         2. A minimum of seven (7) business days prior to the proposed event, SCPS must receive an outdoor space request form outlining details about the proposed event. SCPS reserves the right to refuse any request.
         3. The proposed event (including set-up and breakdown) must NOT conflict with scheduled classes or academic programs, or previously scheduled events. For events that are permitted during these times, no amplified sound devices are permitted.
         4. A proposed event must NOT present a safety risk or hazard to the participants, to others using the Quad or adjacent space, or to underground utilities. The degree of risk and staffing requirements for all proposed events shall be determined by the

Department of Public Safety and/or the Risk Management/Safety Department and/or Physical Plant. Each department will determine necessary staffing for a respective Quad event.

5. Recognized graduate student organizations and/or administrative, academic departments may be approved for a maximum of three event requests for the Quad per semester. An approved event will be defined as any activity that operates between the hours of 7 a.m. and 9 p.m. or any fractional period therein. Events approved to continue beyond 9 p.m. will be considered a continuous event and must be completed within a 48 hour period of the requested event start time.

6. Commercial or non-University vendors hired by the event sponsor, shall, at their or the events sponsor's expense, provide to the University Risk Management Department and subject to Risk Management's approval, satisfactory evidence of insurance at least 10 business days prior to the event.

7. All costs related to the event (including but not limited to; security, physical plant, etc.), are the responsibility of the sponsor. Sponsors scheduling events on the Quad are responsible for returning to the University's satisfaction the Quad space to the condition that it was found. This includes the removal of fliers, equipment, and debris related to the event.

8. Petitions to request exceptions to the above guidelines must be submitted to SCPS at least 21 business days prior to the proposed event.

9. Syracuse University reserves the right to cancel any event or activity, if, at any time before or during an event, it is determined that a sponsoring group or participants have breached or misrepresented conditions set forth in these guidelines. The sponsoring group or participants may then be subject to appropriate disciplinary action.

6. **Use of 500 Hall of Languages (the Killian Room)**
   a. Should you wish to schedule an event in the Killian Room please bear in mind
      i. SCPS will include a 2 hour set up time with your reservation. Room users are responsible for the set up and breakdown of furniture. Contents in the room such as tables and chairs can be moved and placed in a variety of ways. However, the room must return back to it's original set-up prior to leaving the room.
         1. An elevator is available at the southeast corner of the Hall of Languages.
         2. The equipment capabilities of HL 500 are:

3. Video Projection
4. GE CRT Projector
5. Data Capabilities
6. Podium with goose neck
7. Wireless Microphone (should be in drawer of the Teaching Station)
8. Additional microphones, slides, or 16 mm must be in ordered through AVSS (443-5660) For Audio Recording Capabilities, call 443-4001.

ii. Food is not allowed in the room, except when provided by Campus Catering. For any catered event held on Friday evening or anytime Saturday, the room may be subject to a special custodial service charge of $40.00.

iii. Groups scheduling the Killian Room are responsible for returning the room to the condition in which they found it. (If the room is found in an unacceptable condition, Barbara Prucha, in the Department of Arts and Sciences will be contacted 443-3949.)

iv. These policies are determined by The College of Arts and Sciences, Office of the Dean, and may be changed at our discretion. Failure to abide by these guidelines may result in the loss of privileges to use this facility.

All policies and procedures regarding the reservation process through SCPS can be found at their website, http://scps.syr.edu/.

X.   EVENT POLICIES

The following policies apply to events occurring on Syracuse University owned, operated, or controlled property. These policies are subject to change without notice. Please visit the University's [event policy website](#) for more information.

1. **Syracuse University Concert Policy**
   a. **Admission for Students, Alumni and Guests Requires the Following:**
      i. A valid ticket
      ii. A valid, SU/SUNY-ESF college I.D. **OR** picture I.D. that proves that the individual is 18 years of age or older
      iii. Persons under 18 years of age must be accompanied by a parent or legal guardian for admittance
   b. **Entrance Requirements:**
      i. All individuals may be checked for weapons, alcohol, and other drugs
      ii. Entrance will be prohibited to persons appearing intoxicated or under the influence of alcohol or other drugs. No beverage containers are permitted inside the facility before, during, or after the event
      iii. Backpacks, weapons, beverage containers, recording devices, laser pointers, canes, umbrellas, sticks, or other hand carried implements will not be allowed into the event. If these items are discovered inside the event, the patron must surrender the item in question or leave the event
   c. **Event Rules:**
      i. Individuals will not be allowed readmission once they have departed from the venue
      ii. Once the event reaches capacity, admission will end for the evening. No waiting line will be maintained after capacity is reached
      iii. Any patron of an activity held on Syracuse University property who is found participating in unsafe practices, e.g., moshing, slam dancing, etc., as determined by Department of Public Safety or Office of Risk Management officials, is expected to cooperate with the request of an SU official to discontinue the practice
      iv. Violators of these policies are subjected to referral to the University Judicial System for disciplinary action and referral to law enforcement for other appropriate action

2. **Syracuse University Dance Party Policy**
   a. Admission for Students or Alumni Requires**:**
      i. A valid ticket
      ii. A valid, SU/SUNY-ESF college I.D., other college I.D. OR picture I.D. that proves the patron is 18 years of age or older
   b. Admission for a Guest of a Syracuse University or SUNY-ESF Student Requires:

c. Accompaniment by a SU or ESF student

d. Presentation of a valid photo I.D. with proof of age (18 years or older) for admittance

e. **Entrance Requirements:**
   i. All patrons may be checked for weapons, alcohol and other drugs
   ii. Entrance will be prohibited to persons appearing intoxicated or under the influence of alcohol or drugs. No beverage containers are permitted inside the facility before, during, or after the event
   iii. Backpacks, weapons, beverage containers, recording devices, canes, laser pointers, sticks, or other hand carried implements will not be allowed into the event. If these items are discovered inside the event, the patron must surrender the item in question or leave the event

f. **Event Rules:**
   i. Attendees will not be allowed readmission once they have departed from the venue.
   ii. Once the event reaches capacity admission will end for the evening. No waiting line will be maintained after capacity is reached.
   iii. Any patron of an activity held on Syracuse University property who is found participating in unsafe practices e.g., moshing, slam dancing, etc., as determined by Department of Public Safety and/or Office of Risk Management officials, is expected to cooperate with the request of an SU official to discontinue the practice.
   iv. Violators of these policies are subject to referral to the University Judicial System for disciplinary action and/or to law enforcement for other appropriate action.
   v. A minimum of four (4) students from the sponsoring organization must be present for the entire event to assist event staff if necessary. Two of these students must be present at the event roll call.

g. **Tickets:**
   i. Tickets will continue to be sold at the Box Office until the close of doors for the dance party.
   ii. All complimentary (comp) tickets will be handled through the Box Office. The sponsoring organization(s) will provide to the Box Office a list of patrons who are authorized a comp ticket on the Thursday before the event. To retrieve a comp ticket, the patrons must present themselves with a valid ID at the Box Office. Extra, unused, or unclaimed comp tickets will not be given to anyone (including members of the sponsoring organization) other than the listed patrons. At the prior request of the sponsoring organization(s) to the Box Office, there may be five (5) additional comp tickets set aside for patrons who show up that the sponsoring organization(s) was not anticipating.

3. BOX OFFICE INFORMATION
   a. Tickets to all student organization sponsored events held on University property **must** be sold through the Schine Box Office.
   b. Box Office Procedures and Rules:
      i. The sponsoring organization must first complete a Ticket Request Form. The form has to be signed by the GSO's Comptroller, who will provide the appropriate income account on the form.
      ii. Once the proper signatures have been attained, the organization must submit the Ticket Request Form at least two (2) weeks before the scheduled event.
      iii. Complimentary tickets must first be approved by the Comptroller and be requested on the Ticket Request Form. Complimentary tickets are subtracted from the total number of tickets available for sale. Complimentary tickets may not be sold. The penalty associated with any sales of complimentary tickets is the loss of complimentary tickets for all the sponsoring organization's future events for a period of at least twelve (12) months and referral for possible judicial action.
      iv. Regular sales updates can be attained from the Box Office Manager during regular business hours.
      v. The Box Office does not release profits in cash.
      vi. All checks that do not clear are expenses to the sponsoring organization. The Box Office will make one attempt to recover bad checks and will invoke a $20 service fee.
      vii. Events that are cancelled will entitle purchasers to a refund beginning two (2) business days after said cancellation and for a period of fourteen (14) days after refunds begin.
   c. Receiving Profits from Box Office Sales
      i. Programs Funded by the Syracuse University Graduate Student Organization:
         1. Once the event is over, the remaining funds will be deposited in the sponsoring organization's fundraising account in the Graduate School via journal entry from the Box Office.

XI.   STUDENT PUBLICATIONS GUIDE

1. **Statement of Relationship between Syracuse University and Student Publications**
   a. Student publications will be free from censorship and advance approval of copy, and their editors and managers will be free to develop their own editorial policies and news coverage. All institutionally published and financed student publications must state explicitly on the editorial page that the opinions expressed therein are not those of Syracuse University, or of the student body. In addition, graduate student fee funded publications must acknowledge the GSO's support somewhere in the publication.
   b. The Syracuse University Office of Publications works with clients across campus to produce – in a timely and cost-effective manner – high-quality publications that are consistent with the University's communicating goals. The office is the University's only authorized purchaser of printing and graphic services from outside sources. In addition, the office is responsible for developing and implementing publication standards for the University offices and departments.

2. **Student Publication Process**
   a. To initiate a project, contact the client account coordinator, Clare Merrick, who may be reached at 443-5515 or cmerrick@syr.edu. She will arrange a meeting to discuss your project, your budget, and your desired delivery date. Once a meeting has been arranged, the information you provide will help determine the job specifications for your project. Some of these specifications include: publication quantity, paper size, finish, photographic needs, use of color and other details that will help distinguish your project and determine a timeline for production and printing.

3. **Price Quote Process**
   a. Ms. Merrick will use the resources of the Publications Office to work with you in determining the following information, which is necessary to obtain accurate price quotations from printers:
      i. Quantity
      ii. Size
      iii. Colors: Black counts as one color. The more inks used and the heavier the ink coverage, the higher the printing costs.
      iv. Paper stock: Paper prices can change radically in a short time. The chosen paper stock can be a critical cost factor.
      v. Artwork: The cost of your publication will vary depending on your use of black-and-white or color photos, illustrations, line drawings, charts and graphs, or other artwork. Generally, as the quantity and complexity of artwork and the number of photos increases, so do printing costs.

      vi. Requests for PDF files from the printer for web use.

      vii. Delivery date: Projects that must be printed in a very short time period may be categorized as "rush" and may cost more to print. Planning ahead and allowing ample time for a project can help save you money.

          1. Please note: the price quote process usually takes 3-4 business days.

4. **Producing Your Publication**
   a. Before your job is printed, you will have a final opportunity to review a printer's proof. The format of the printer's proof will vary depending on the number of colors used and the complexity of your project. This is the final step before your job is printed. Changes at this stage can cause delays and incur additional costs. Sign the proof slip*, on which you can indicate any necessary changes. Usually the delivery date is 3-5 business days after the job has been reviewed and approved.
   b. Each time you review a proof, you are asked to sign a "proof slip" that notes any changes or indicates you have approved the project for printing. By signing the proof slip, you assume responsibility for the document's accuracy and indicate your satisfaction with the project's design.

5. **Photography and Artwork**
   a. An example of artwork that may best meet your needs is:
      i. Client-supplied images: You may already have images you'd like to include in your publication. You may review these in your consultation meeting.

6. **File Preparation**
   a. If you are providing a job on disk that has already been designed, you must include the screen and printer fonts used to create the document for the printer. Include a hard copy mock-up that illustrates how the publication should appear when it is printed.
   b. For 4-color printing: RGB (Red, Green, Blue) and CMYK (Cyan, Magenta, Yellow, Black) are acronyms that are important to understand. They represent color theory and color space information. *Printers will require you to have your document set up in CMYK format, and all of your digital photographs in RGB format.* Converting an RGB file to a CMYK file is not difficult, but there are some important things you should know before conversion. A helpful way to understand the process is to visit the following website: dx.sheridan.com/adviser/cmyk_color.html
   c. All pages that have a "bleed" off the edge of the page need to be saved with an extra ¼" past crop mark.

XII.   ADVERTISING AND PUBLICIZING YOUR ORGANIZATION

1. **Publicizing Your Programs**
    a. All advertisements should include essential information (date, time, ticket cost and availability, location and all sponsoring organizations).
    b. Printed materials should be easy to read, yet distinct and eye catching. Printed materials should reflect your organization's purpose and mission and be inclusive of all Syracuse University students. Avoid offensive themes and statements.
    c. Timing is crucial in effective publicity. Posters, flyers, and table tents should be ready to distribute at least four weeks before the program is scheduled to occur. Public service announcements should be disseminated beginning at least three weeks before the program.
    d. If the program is funded in whole or in part by the Graduate Student Organization, include on your publicity an acknowledgment of the GSO's support.
        i. The use of the Syracuse University name, seal, logo, and other registered trademarks is prohibited unless a licensing agreement is finalized the Director of Marketing and Trademark Licensing, 315-443-2838.
    e. Recognized student organizations may submit event information to be publicized on the SU Calendar of Events by filling out an SU Events form. Organizations may also email the GSO for inclusion in their e-mail distribution and website at gso@syr.edu, and apply for free advertising in the Daily Orange by filling out a Daily Orange Free Advertising Form.

2. **Flyer Approval Policy**
    a. Before posting flyers, posters, or other advertisement materials in, on, or around Syracuse University buildings, your organization needs to obtain approval for the flyers. This ensures that posted material adheres to all necessary regulations. This policy is not designed to censor legitimate speech, but to ensure all necessary information is contained on postings, and ensure all university policies are followed by organizations under the GSO.
    b. **Requirements:**
        i. All display materials must include:
            1. Name of the sponsoring organization, department, or responsible individual. If financially supported by the GSO, the poster must state this explicitly
            2. Date, time and location of program
            3. Approval from the appropriate department or organization as required by location
            4. Sponsors are responsible for the removal of materials after the date of the event. Materials not removed on a timely basis by the event sponsor may be removed by University personnel.

5. Materials not associated with a specific event or program may be displayed for no more than ten (10) business days unless specific approval is obtained from the Graduate Student Organization.
6. Materials must not be obscene or defamatory and must not violate University policy, or federal, state, or local laws.
7. Any material not written in English requires an English translation to be kept on file with the GSO.

c. **Prohibitions:**
   i. The following is a list of actions prohibited under the campus posting policy.
      1. Attaching posters or flyers or spray painting on woodwork, statues, or other public art, walls, trees, doors, light/telephone poles, sidewalks/walkways, stairwells, vehicles, roads, grassy areas, windows/transparent surfaces, bus shelters, or other areas not expressly permitted through this policy
      2. Posting messages or symbols on grassy areas
      3. Hanging banners on external surfaces without first obtaining permission
      4. Causing damage to personal or University property

3. **GSO Flyer Approval Process**
   a. All flyers, posters, etc that are to be posted in Shine Student Center, Goldstein Student Center, the Residence Halls, Dining Halls, and any other general area of the university must be approved by the GSO itself via the following policy. Postings put up in academic buildings and other administrative buildings only need approval by the appropriate building coordinator or other authorized individual.
   b. Email a copy of your student organization's poster or flyer to the GSO, gsointernalvp@syr.edu with the Subject heading "Poster for Approval".
   c. If approved, the GSO will email your organization with a time to drop off your posters.
   d. The posters will be physically signed or stamped, indicating approval, at which point you may post them.
   e. If the flyer is not approved, the GSO will email your organization with a list of required changes.

4. **Location-Specific Approval Policies**
   a. Each school or college, academic facility, administrative building, and other campus building has formulated procedures for posting materials within its own confines. Please note that these procedures may be more stringent than the general requirements provided below and may vary from building to building. In the event a specific posting policy by an academic or administrative facility

conflicts with the requirements set forth below, that procedure takes precedence over these requirements. Building coordinators may remove materials that have not been posted according to the guidelines below. The following guidelines apply to all buildings. Click here to read the full Syracuse University Policy.

b. Posting Guidelines:
   i. Only general-purpose bulletin boards in each building may be used for posting.
   ii. Posters or flyers must be affixed with thumbtacks, pushpins, or regular staples, not glue or tape.
   iii. Posters or flyers must be limited to one per bulletin board per event.
   iv. Posters may not exceed 11 inches by 17 inches, except with the authorization of the building coordinator or other authorized University official.
   v. Bulletin boards that are labeled as "special purpose" are limited to that purpose and non-related announcements will be removed.
   vi. Posters or flyers may not be placed on interior or exterior walls, floors, doors, windows, sidewalks, statues, or public art.

c. **Academic Facilities:**
   i. Consult the dean's office of each school or college or the building coordinator in charge of each building.

d. **Residence Hall:**
   i. Please see page 30 for the Office of Residence Life posting policy.

e. **Dining Halls/Eateries**
   i. Table tents can be placed in residence hall dining centers, campus snack bars, and the student center dining areas with the permission of Lynn Mowers at University Food Services, 315-443-3608. Permission must be obtained through this office. Items to be posted must be SU/SUNY ESF affiliated, include the name of the sponsoring organization clearly on the item, and display an expiration date and contact information, should someone have questions about the program.

f. **Student Centers**
   i. All postings in the Schine Student Center and the Goldstein Student Center must be stamped per the GSO poster or flyer policy (see page 24 for more information). Organizations that wish to have posters hung in the Schine atrium must deliver the posters to the Office of Student Centers and Programming Services, Room 228D, Schine Student Center. Organizations must allow 24 hours for the poster to be hung. Organizations that wish to hang posters in the Goldstein Student Center should drop them off at the Goldstein Information Desk; again, please allow 24 hours for Goldstein staff to hang the posters.

g. **Chalking**
   i. Recognized graduate student organizations and departments may request to chalk on the Syracuse University Quad non-brick sidewalk areas.

Syracuse University Quad sidewalks are defined as the quadrangle bound by Hendricks Chapel, Link Hall, Carnegie Library, Hinds Hall, and Huntington Beard Crouse Hall. Only water-soluble chalk is permitted. Permission to chalk must be requested via a request form from the Office of Student Centers and Programming Services, 228D, Schine Student Center.

ii. Except as set forth above, no posting or chalking is allowed outdoors on University property.

5. **Office of Residence Life Posting Policy**
   a. The following guidelines reflect the commitment of the Office of Residence Life to foster an educational environment. The guidelines are specific for reasons of safety and security and the need to maintain an environment conducive to the pursuit of learning. The full policy can be found [here](#).
      i. **Information to Be Posted**
         1. All posted materials must specify the date, time, place, and sponsor of the event/program. The availability of alcoholic beverages at an event may not be advertised or publicized. All materials must conform to the policies and procedures of Syracuse University and the Office of Residence Life. The Office of Residence Life reserves the right to make exceptions to this policy at any time.
      ii. **Approval of Materials to Be Posted**
         1. Syracuse University student organizations, departments, and offices requesting posting must bring materials to be posted to the Central Office of Residence Life (111 Waverly Ave., Suite 200). It is the responsibility of each recognized graduate student organization, office, and/or department to bring the appropriate number of materials to the residence halls and South campus mailboxes located in the Office of Residence Life. Recognized graduate student organizations will need to have flyers stamped per the GSO poster or flyer policy. University offices will not need to have their posters stamped, but will need their adviser or professor's name, office address and phone number on the flyer.
      iii. **Rules and Restrictions**
         1. Only recognized student organization and University departments are permitted to post flyers/posters in the residence halls. All posted materials must specify the date, time, place, and sponsoring organization of the event or program. The availability of alcoholic beverages at an event may not be advertised or publicized. All materials must conform to the policies and procedures of Syracuse University and the Office of Residence Life.

Posters received from student organizations may not exceed 8.5" x 11" in size. All flyers/ posters must first be approved by the GSO.

2. A total of 188 flyers or posters can be duplicated for the residence halls. They are to be counted out and divided by hall, with the name of the hall written on the top flyer of each group as follows:

3. **Number of Posters That Will Be Approved For Each Hall/South Campus (Total: 188)**
   a. Boland 10
   b. Kimmel/Marion 7
   c. Booth 9
   d. Lawrinson 18
   e. Brewster/Brockway 15
   f. Sadler 15
   g. Day 16
   h. Shaw/ILC 16
   i. DellPlain/Butterfield 13
   j. South Campus/Skyhalls 9
   k. Ernie Davis 11
   l. Watson 13
   m. Flint 18
   n. Central Office 1
   o. Haven 11
   p. Walnut/Washington Arms 6

4. Flyers/posters are to be delivered to the Office of Residence Life, Suite 200, Waverly Avenue, at least 10 business days before the event date. Posters received after that date may not appear in time to afford sufficient notice of the event.

5. Posted materials hung in the residence halls without prior permission of the Office of Residence Life will be removed and disposed of. Appropriate judicial action may be initiated against the student organization found violating this policy.

iv. **Distribution of Handbills**
   1. Approved handbills may be made available in the halls and South Campus by a registered graduate organization or department only to be placed in a central location at each hall and South Campus. Handbills may not be placed under individual residence hall room doors.

v. **Placement of Banners**
   1. Banners may be placed by organizations, departments or individuals in designated areas of the residence halls and South Campus. The designated senior staff member of the individual hall/South Campus must approve the banner. Water-resistant

paint must be used when making banners. Size will be determined by the supervisor of the area. Banners need to be discarded after a period of time determined by the supervisor of the area.

    vi. **Room-To-Room Distribution**

       1. Stuffing materials under residence hall room doors is prohibited.

    vii. **Non-Compliance**

       1. Any violations of this policy will be appropriately handled by the Office of Residence Life. South Campus staff reserves the right to remove unapproved posters from bus stops, mailbox clusters, and bulletin boards.

6. **Off-Campus Publicity**

    a. If you want to publicize your event, program, or service using the Syracuse community newspapers, radio stations, or TV stations, you should contact Carol Kim Masiclat, Assistant Director of Communications, at 315-443-8568 or *clkim@syr.edu*. Please put the details of the event together in a press release (see below for guidelines), so she is better able to help you create a Syracuse community promotion plan.

    b. **Press Release Guidelines**

      i. A concise, coherent press release makes it easier for media outlets to write a story or update their audiences about your program. These steps can be used as guidelines for writing a press release:

        1. Type "Press Release *** Press Release *** Press Release" across the top of the page.
        2. Think in terms of the audience of the media outlet to which you are writing
        3. Provide a catchy title/headline
        4. Provide the time, date, and program location
        5. Describe the purpose of the program
        6. Be succinct. Keep the release to one page whenever possible, as the second page is rarely read
        7. Put the most important facts in the first two or three paragraphs
        8. Provide a contact name from your organization to verify or supplement the text

7. **Other Posting Options**

    a. **Campus Kiosk**

      i. Recognized graduate student organizations and University departments are eligible to use campus kiosks, located in the Schine Student Center and Goldstein Student Center, on a space available basis and in accordance with the following guidelines:

        1. Recognized graduate student organizations and University departments may register to have a poster displayed in the

campus kiosks for up to 10 days. Posters may remain longer if space is available and the marketed program has not already occurred. To reserve a kiosk space, a reservation form must be completed with SCPS located in suite 228D of the Schine Student Center, or a reservation request may be submitted online at *students.syr.edu/ues*.

2. Only large "mega-posters" produced by the Schine Copy Center may be placed in the campus kiosks. Any exceptions to this policy must be addressed approved by the Office of Student Centers and Programming Services.

3. Events and services advertised on posters displayed in the campus kiosks must be open to the entire Syracuse University community.

4. Posters must display the date, time, location, sponsoring organization or department, and program funding source (e.g. GSO). Poster content must be consistent with the mission, vision, core values, and policies of Syracuse University.

5. Posters will be displayed as determined by Syracuse University in its sole discretion. Persons seeking return of the poster following its display should request this in writing at the time of registration.

b. Student Center Outside Banners

i. Banners that meet specific guidelines may also be placed on the outside of both student centers. For information on banner criteria and on scheduling for the student centers, contact the Student Centers and Programming Services Office at 315-443-4240 or stop in to 228D Schine Student Center.

c. Information Tables

i. Information tables can be reserved by recognized graduate student organizations and University departments for distributing information on a program or an upcoming event.

ii. Information tables are not available to off-campus vendors (e.g., credit card vendors, goods and services providers). *(See Syracuse University Sales/Fund raising Policy on page 12).*

iii. Tables must be reserved in advance as follows:

1. **Schine Student Center**

   a. The Schine Student Center has six tables available to be reserved on a first-come, first-served basis through the Student Centers and Programming Services Office. Recognized graduate student organizations are invited to reserve tables up to three times a month. Radios, played at a reasonable level, are permitted from 12 – 1:30 p.m.

2. **Goldstein Student Center, South Campus**

   a. The Goldstein Student Center has four tables available to reserve on a first-come, first-served basis through the

Information Desk. Recognized graduate student organizations are invited to reserve tables up to three times a month. Radios, played at a reasonable level, are permitted from 5 – 7 p.m.

8. **Additional Restrictions and Requirements**
   a. Syracuse University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to on-campus posting. As a result, the University reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

9. **Enforcement**
   a. Postings displayed in violation of this policy will be removed regardless of content.
   b. Outdoor areas will be checked periodically by the Physical Plant Grounds Department. Materials not posted in accordance with this policy or posted past the time for the event will be removed. The appropriate building coordinators monitor indoor areas.
   c. The University Judicial System has jurisdiction over complaints filed against any University student, or recognized graduate student organization(s) who destroys, defaces, or removes posters on University bulletin boards, or who posts material in a manner inconsistent with this policy.

10. **Sanctions**
    a. Sanctions for violation of this policy by students and/or recognized graduate student organizations include, but are not limited to: fines and/or restitution, loss of future posting and/or facilities use privileges, loss of recognition for recognized graduate student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances. University employees violating this policy may be subject to disciplinary action by the University. Syracuse University reserves the right to update and amend this posting policy at any time.

XIII. TECHNOLOGY SUPPORT

Graduate student organizations often have unique and important needs associated with technology support (e.g., web support, computer purchases, etc.). The Student Affairs Technical Services Group provides technology assistance and support to recognized graduate student organizations. Please review the Q&A below for more detail on the scope and level of assistance provided.

1. **GENERAL QUESTIONS**
   a. What Does The Student Affairs Technical Services Group Do?
      i. Syracuse University's Division of Student Affairs Technical Services Group is primarily responsible for the technical support and direction of the 23 departments within the Division of Student Affairs. As an auxiliary to these services, the group provides a level of consulting and technical support services for student organizations, both undergraduate and graduate.
   b. Which Student Organizations Does Student Affairs Technical Services Support?
      i. Technical Services provides basic technical assistance to any of the registered student organizations recognized by Student Activities or the GSO.
   c. How Does A Student Organization Contact Student Affairs Technical Services?
      i. The preferred method for contacting Technical Services is via e-mail at *support@students.syr.edu*. Alternatively, student organizations can contact Technical Services by phone at 443-1436.
   d. What Kinds Of Assistance Can Student Affairs Technical Services Provide To A Student Organization?
      i. There are a variety of services that generally fall into the following categories:
         1. Web Support/Maintenance
         2. Provide organizations with space on the division's web server and create/maintain user accounts that allow access to the server.
         3. Purchasing: Through consultation with the GSO Comptroller, Technical Services can assist in making technology-related purchasing decisions (e.g. computers, software, peripherals). Please consult the GSO Fiscal Policy for information on rights and ownership of any purchased materials.
         4. Setup and Configuration:
         5. Install and configure computer hardware and University-recommended software applications (e.g. antivirus software).
         6. Troubleshooting
         7. Diagnose computer and software problems.
   e. Does Student Affairs Technical Services Charge A Fee for Its Services?

i. For basic support in the categories listed above, the answer is no. A fee will be charged, however, for repairs of out-of-warranty equipment, software development, web site design, training or other time-intensive projects. For these services, a representative from the graduate student organization should meet with an associate in Technical Services to discuss the project in detail. An estimate will be provided to the organization's representative and the GSO Comptroller. The standard hourly charge for fee-based work is $25 per hour.

2. **WEB SUPPORT AND MAINTENANCE**
   a. How Would A Student Organization Request Space On The Student Affairs Web Server?
      i. Graduate student organizations can request space on the web server by completing a form available on the Student Affairs Technical Services web site: *students.syr.edu/technology/request.php*. Once the request is made, an e-mail will be sent to the requesting party providing login information and the location of the organization's web site.
   b. Can a Student Organization Request Any Domain Name for Its Web site?
      i. Generally, web sites hosted on the Student Affairs web server have the following URL: students.syr.edu/<name> (where <name> represents a single word description of the organization). For example, the Syracuse University Student Association's web site is located at students.syr.edu/sa.
   c. What If A Student Organization Already Has A Web Site On The Student Affairs Web Server But No Longer Has Login Information?
      i. The organization can request to have a new user account created or the password for a specific user reset. To have a new user account created; complete the web form at students.syr.edu/technology/request.php. To have the password reset for an existing account, use the following form on the Student Affairs Technical Services web site: students.syr.edu/technology/password.php.
   d. How Long Are The Login Accounts For Accessing The Web Server Active?
      i. User accounts are activated at the time they are requested by the student organization. These accounts are then de-activated in May at the end of the semester. Student organizations are then required to fill out the web form at students.syr.edu/technology/request.php to reactivate the account.
   e. What Environment Does The Student Affairs Web Site Run Under?
      i. The Student Affairs web server runs on an Apple Xserve using OS X 10.4. It uses the Apache Web Server software with MySQL available as a server-based database application. Web pages are generally coded in HTML or PHP. Student organizations should make a concerted effort to

find individuals with a working knowledge of these technologies before attempting to create and upload web pages.

f. How Would A Student Organization Create and Upload Web Pages To Its Web Site?

   i. Technical Services requires the use of Dreamweaver to accomplish this. This software is straightforward to use and integrates well with our web environment. The SU Bookstore carries the reasonably priced, educational version of Dreamweaver. For those organizations that are unable to purchase their own copy of Dreamweaver, the software will be installed on the computers located in the Student Association's offices, and will be available for use.

   ii. An introduction to creating a connection to the Student Affairs web site in Dreamweaver can be found on the Technical Services web site at students.syr.edu/technology/dreamweaver.html. Training classes in Dreamweaver are periodically held by the Technical Services Group, the Bird Library, Community Darkrooms, and Information Technology and Services (charges may apply). Please note: graduate student organizations may choose to use other alternatives for web site creation/editing. Technical Services will not be able to provide assistance in using them. Technical Services will, however, provide assistance uploading web content.

g. Is There A Limitation On The Size And Type Of Content That A Student Organization Can Place On Its Web Site?

   i. Technical Services currently does not limit the amount of hard drive space that an organization's web site uses. Web sites are monitored, and Technical Services reserves the right to limit the size of a web site in the future. It is also requested that student organizations do not create web content that may overburden the existing web server. Such content would include streaming video or audio or excessive graphics. Storing copyrighted software or media on the Student Affairs web server is strictly forbidden. The content of all submissions from graduate student organizations must be consistent with Syracuse University's Code of Student Conduct and institutional values. Issues regarding content and illegal use of the Student Affairs web site will be directed to the organization's Student Activities consultant.

h. Will Student Affairs Technical Services Develop A Website for a Graduate Student Organization?

   i. Student Affairs Technical Services has limited resources for web site development. If resources are available, and the extent of the web project is agreed upon by technical services and the graduate student organization, consideration will be given to assisting an organization in developing its web site. The standard hourly development fee would apply for any such work. If resources are not available, Technical Services

will be glad to recommend available individuals who can accomplish the work for a fee.

    i. Does Student Affairs Technical Services Provide E-mail Accounts for use in Conjunction With a Graduate Student Organization's Website?

        i. No. If a student organization finds it necessary to have an e-mail account affiliated with its corresponding web site, it is recommended that one of the many free e-mail providers (e.g. Gmail, Hotmail, Yahoo, etc.) be used.

3. Purchasing

    a. What Does A Student Organization Do If It Wants To Purchase Or Upgrade Computer Equipment Or Software?

        i. Any graduate student organization wishing to upgrade or purchase new computer equipment or software should consult with the GSO and Student Affairs Technical Services before making a purchase. The computer consultant works with University representatives to ensure the lowest possible academic pricing, and helps to provide technical direction and vision for strategic purchases.

    b. Can Student Affairs Technical Services Recommend A Computer To Purchase?

        i. Syracuse University has standardized Dell desktop PC's for most needs. These are available for purchase through the University Bookstore, which often provides standardized quotes for desktop and laptop computers. Unless a specialized computer is required for a very specific need, it is recommended that student organizations use the computer standard as established by the Purchasing Department.

    c. Will Student Affairs Technical Services Purchase Computer Hardware or Software for a Graduate Student Organization?

        i. While Technical Services can specify computer equipment and software that will work within the University framework as well as indicate the appropriate method of purchasing, the graduate student organization is ultimately responsible for making the purchase using its budget. Graduate student organizations will not be responsible for purchasing software applications for which there is a University-wide license (e.g. antivirus software). Student Affairs Technical Services will install and provide such software for student organizations.

    d. Does Student Affairs Technical Services Provide Peripherals/Accessories to Graduate Student Organizations?

        i. No. When purchasing computer equipment, the student organization is responsible for making sure that they have all peripherals and accessories (e.g. keyboards, mice, cables) that they will need to use the equipment. If you are unsure what you need, please consult with Technical Services, which can help with specifications.

4. **Setup and Configuration**
   a. Does a Graduate Student Organization Set Up Its Own Computer Equipment?
      i. When a graduate student organization receives new computer equipment, it will be responsible for unpacking and connecting the computer hardware. Technical Services can be contacted with questions on how to do this.
   b. Who Configures The Computer For Use At The University?
      i. For the University-standard PC-based computer hardware (Dell computers), Technical Services will install a standard University computing environment (operating system, antivirus software, e-mail if requested) and register the computer for use on the University network. For Macintosh and non-standard PC-based computers, Technical Services will install anti-virus software and register the computer for use on the University network.
   c. Can Student Affairs Technical Services Provide Assistance with Software Configuration?
      i. Basic assistance for applications that are included in the standard University environment will be provided. Whenever possible, Technical Services will provide training materials to help graduate student organizations get acquainted with this type of software. Separate arrangements should be made with Technical Services for more intensive training or for assistance with specialized applications that are not within the standard environment. The standard Technical Services hourly fee of $25/hour will be applicable for this type of special assistance.

5. **Troubleshooting**
   a. Will Student Affairs Technical Services Troubleshoot A Computer Problem for a Graduate Student Organization?
      i. For University-standard computer configurations, Technical Services can assist graduate student organizations with troubleshooting computer problems. For Macintosh computers or non-standard PC-based configurations, technical services will attempt to assist the student organization if the problem is within its area of expertise.
   b. How Are Warranty Repairs For Computers Handled?
      i. First, Technical Services recommends that student organizations order computers with four years of warranty service if budget allows. The extra fee for this level or warranty is minimal and will usually pay for itself in the long run. For Dell computers, Dell Technical Support can be reached at 800-275-2273. For Macintosh computers, Apple Computer should be contacted directly.
   c. What Can Be Done With Out-of-Warranty Equipment That Is Malfunctioning?

      i. If the graduate student organization wishes to purchase replacement parts, or make repairs on its own, Technical Services can make recommendations for replacement parts and a course of action. At the graduate student organization's request, Technical Services will make basic repairs to malfunctioning computer equipment. These repairs would include such issues as replacing defective keyboards, mice, and hard drives. The graduate student organization would be charged the cost of replacement parts and the standard labor fee as discussed earlier.

d. How Is Software Troubleshooting Handled?

      i. Student Affairs Technical Services can diagnose and troubleshoot software problems for University-standard software applications. These applications include, but are not necessarily limited to, the Microsoft Windows and Apple OS X operating systems, the Microsoft Office suite, Outlook, Dreamweaver, Adobe Acrobat, Microsoft Network Clients, and McAfee Antivirus products. For specialty software (e.g. vertical market applications) it is recommended that the graduate student organization contact the application vendor for technical assistance.

e. Is There Somewhere On The Web To Research Technical Problems?

      i. The Student Affairs Technical Services web site (students.syr.edu/technology) will have troubleshooting tips available. Additionally, ITS (Information Technology and Services) maintains a web-based knowledgebase (cms.syr.edu/support/) that can assist with many common technical problems.

f. Should a Graduate Student Organization Contact ITS Directly with Technical Problems?

      i. Generally, it is recommended that a graduate student organization contact Student Affairs Technical Services first. If the problem requires the assistance of ITS, Technical Services will act as a liaison with ITS and handle the request.

XIV. RISK MANAGEMENT AND RELATED POLICIES

1. **Tips on Managing Risk in Your Organization**
   a. Risk management is the process of examining the potential and perceived risks involved in an organization's activities, as well as supervising those activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. A key element of success for any graduate student group is an effective risk management policy to ensure that planned events are a safe and fun experience for all.
   b. It is important that *every* time your organization holds an activity, you balance the risks of the activity versus what you expect to gain. In doing this, you will want to look at whether your activity has risks, determine whether those risks outweigh the benefits, identify what measures you have taken to prevent problems at the activity, and examine what procedures you have in place if problems occur. You must exercise reasonable care in managing your event and work to avoid harm to your members and others.
   c. If during your planning, you discover that the risks outweigh even your best precautions, you should seriously consider choosing a different activity. In particular, remember that victims can sue a group or individuals associated with a group. They can also sue anyone who had authority over the group or activity that harmed them (e.g., national organizations), and behaviors that cause harm to an individual can also result in criminal penalties (e.g. serving alcohol to minors, hazing).
   d. All participants should be warned of the dangers inherent in an activity. If you are affiliated with a national organization, find out from your national representative what the insurance policy is for the national organization and what events or officers are covered by that policy for local chapters. In particular, preventing hazing and harassment (of any kind) is important as your organization can suffer serious consequences if they are a part of your activities. Both types of behavior are illegal and will not be tolerated by the University.

2. **Risk Management Checklist:**
   a. Risk Identification- What are the risks associated with this event? Do not limit yourself to physical risk. Think also in terms of financial risks, risks to reputation, etc.
   b. Risk Assessment- Risks should be evaluated by the seriousness of their potential impact on the individual and group.
   c. Risk Mitigation Strategies- What can be done to reduce the potential damage the risky activity could cause?
   d. Risk Plan- Develop a plan to reduce the risk and response procedures to handle incidents stemming from the risk.

    e. If the plan is difficult to implement, you cannot identify appropriate safeguards, or it will be too costly and still not reduce the risk, THE ACTIVITY IS TOO RISKY! Choose another activity that will accomplish the same goals with less risk.

    f. The Office of Student Activities is committed to the success of your organization. Part of that success is risk management. If you have any questions or would like more information on risk management, please contact the President of the GSO at least two weeks before your event is scheduled to take place, so that they may get you in contact with the appropriate parties to answer any questions you may have.

3. Syracuse University Statement of Student Rights Responsibilities

    a. Syracuse University is an academic community and all persons—students, faculty, administrators and staff-- share responsibilities for its growth and continued welfare. As members of the University community, students can reasonably expect that all University offices, programs, employees, and organizations will respect the following rights.

    b. Syracuse University further encourages all members of the University community to endorse, support, and abide by the following statement of values, which this community has deemed fundamental to its mission and integral to its growth:

        i. Speech/Expression/Press:

            1. Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students in turn have the responsibility to respect the right of all members of the University to exercise these freedoms.

        ii. Non-discrimination:

            1. Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, or gender identity and gender expression. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

        iii. Assembly/Protest:

            1. Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing that does not disrupt the functions of the University, threaten the health or safety of any person, or violate the Code of Student Conduct.

        iv. Religion/Association:

            1. Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities provided they do so in a manner that

respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of their University community to free exercise of their religious convictions and to free association with organizations of their choice.

v. **Privacy/Search/Seizure:**

1. Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property and within their campus residences. Students have the responsibility to respect the privacy of other members of the University community in their person and in their place of residence.

vi. **Academic Pursuits:**

1. Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate class requirements.

vii. **Quality Environment:**

1. Students have the right to expect a reasonably safe environment supportive of the University's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

viii. **Governance/Participation:**

1. Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regulations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.

ix. **Fundamental Fairness:**

1. Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the Code of Student Conduct- as provided in the published procedures of the University's Judicial System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

    x. Confidentiality:
1. Students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the Act.*

The above statement is also true for international students and scholars, except where specified by the legislation, rules, and regulations governing the particular visa status.

4. Syracuse University Code of Student Conduct
   a. Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.
   b. Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct:
      i. Physical harm or threat of physical harm to any person or persons, including but not limited to: assault, sexual abuse, or other forms of physical abuse.
      ii. Harassment, whether physical or verbal, oral or written, which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as "fighting words," and likely to cause an immediate breach of the peace.
      iii. Conduct that threatens the mental health, physical health, or safety of any person or persons, including hazing, drug or alcohol abuse, and other forms of destructive behavior.
      iv. Academic dishonesty,* including but not limited to plagiarism and cheating, and other forms of academic misconduct; for example, misuse of academic resources or facilities, misuse of computer software, data, equipment, or networks.
      v. Intentional disruption or obstruction of lawful activities of the University or its members, including their exercise of the right to assemble and to peaceful protest.
      vi. Theft of or damage to personal or University property or services or illegal possession or use of the same.

    vii. Forgery, alteration, fabrication or misuse of identification cards, records, grades, diplomas, University documents, or misrepresentation of any kind to a University office or official.

    viii. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.

    ix. Disorderly conduct including, but not limited to, public intoxication, lewd, indecent, or obscene behavior, libel, slander, or illegal gambling.

    x. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.

    xi. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.

    xii. Unauthorized possession or use of any weapon, including: firearms, BB-guns, air rifles, explosives devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

    xiii. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.

    xiv. Violation of any federal, state, or local law that has a negative impact on the well- being of Syracuse University or its individual members.

    xv. Violation of University policies, rules or regulations that are published in the Student Handbook, or other official University publications or agreements.

    xvi. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

*Cases involving academic dishonesty are handled within the student's school or college.

5. **Syracuse University Anti-Hazing Policy**
   a. Syracuse University is dedicated to promoting a safe and healthy campus environment for its students, faculty, staff, and visitors. In addition, Syracuse University is committed to promoting an environment that fosters respect for the dignity and rights of all its community members. As such, the University will not tolerate hazing activities by any individuals, groups, teams, or recognized student organizations.
   b. **Definition and Examples:**
      i. Syracuse University defines hazing to be any action that intentionally or recklessly causes or is likely to cause harm to the mental or physical health or safety of one or more persons for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or

organization. In addition, subjecting any person or persons to commit an act that violates human dignity, the Code of Student Conduct, or the law for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a group or organization is prohibited. The express or implied consent of participants or victims will not be a defense.

ii. Examples of hazing include, but are not limited to the following: forced or required consumption of alcohol or other substances, sleep deprivation, kidnapping, threats of harm, actual physical harm, (e.g. paddling, beating, branding), performing any service or action under coercion or duress.

iii. To make a report of hazing, or to determine whether a proposed activity constitutes or will constitute hazing, contact the Office of Student Activities at 443-2718, the Office of Judicial Affairs at 443-3728, or the Department of Public Safety at 443-2224. Anonymous reports also can be made to the Department of Public Safety through the Silent Witness program at *http://sumweb.syr.edu/pubsafe/silent.html*, or by calling 443-TIPS (8477).

c. **Enforcement:**

i. Syracuse University will enforce this policy through internal disciplinary procedures, the external prosecution of alleged offenders, or both. Individuals who participate in acts of hazing will be held accountable under this policy and the Code of Student Conduct.

d. **Reservation of Rights:**

i. Syracuse University reserves the right to update and amend this policy at any time.

6. **Campus Disruption Policy**

a. *Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on the University's owned, operated, or controlled property and at its sponsored events.*

b. Pursuant to the requirements of the New York Educational Law 6450 (Art. 129a, 1969), the following rules, regulations, and enforcement procedures are adopted for the maintenance of public order on Syracuse University owned, operated, or controlled property.

i. **Prohibited Conduct**

1. Syracuse University is committed to the principle that freedom of discussion is essential to the search for truth and, consequently, welcomes and encourages the expression of dissent. Freedom of expression, however, ceases at the point at which its exercise infringes on the rights of either participants or non-participants. In order to preserve freedom of discussion and to protect the rights of all, the following conduct is prohibited:

2. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, pedestrian or vehicular traffic, or other University activities, including public service functions and other authorized activities on University owned, operated, or controlled property.
3. Detention or physical abuse of any person on University owned, operated, or controlled property, or conduct that threatens or endangers the health or safety of any such person.
4. Destruction of or damage to University property or the property of any person where such property is located on University owned, operated, or controlled property.
5. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University owned, operated, or controlled property.
6. Entry on or use of University facilities or property without authorization, or violation of regulations governing the use of University facilities or property.
7. Failure to comply with directives of University officials or law enforcement officers acting in the performance of their duties.
8. Acts that recklessly or intentionally endanger mental or physical health or involve the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization.
9. Aiding any other person to engage in any act or conduct herein proscribed.

ii. **Removal from Premises:**
1. Any person while on University owned, operated, or controlled property who refuses the request or command of an authorized University official to desist in any prohibited conduct may be ejected from such property where such conduct constitutes a disruption to public order.

iii. **Violations and Sanctions:**
1. A student charged with violating the prohibitions listed under Section A will be subject to the disciplinary sanctions and procedures outlined in the *Student Handbook*, under the heading of "Student Rights and Responsibilities," and the published policies of the University Judicial System.
2. A member of the non-bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the disciplinary procedures and sanctions described under "Conduct and Disciplinary Action," in *On the Staff*. A member of the bargaining unit staff charged with violating the prohibitions listed under Section A will be subject to the "Rules and Discipline

Procedures" and Article 17 of the current collective bargaining agreement.

3. A faculty member charged with violating the prohibitions listed under Section A will be subject to the procedures described under Section 3.16 of the *Faculty Manual*, Edition 18, January, 1995 and subsequently amended. A sanction need not in every case be imposed. Where appropriate, sanctions for a person found to have violated those prohibitions may range from a verbal or written reprimand, to suspension of the faculty privileges and responsibilities, either with or without salary or benefits for a period not to exceed the remainder of the semester and the semester following hearing board action, to termination of contract or tenured position. In extraordinary circumstances, the Chancellor or designated representatives may suspend the accused person pending hearing of the charges.

XV.   STUDENT ORGANIZATION TRAVEL

Syracuse University has specific guidelines for Student Travel as it is supported and funded by any department within Syracuse University. Below is an overview of these policies. They can also be found here.

1. **Division of Student Affairs Student Travel Policy**
   a. Syracuse University seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and recognized student organizations. As such, this Policy applies to individual student and recognized student organization travel both in cases where the travel is sponsored by Syracuse University's Division of Student Affairs (DSA) and in cases where the travel is independent of DSA sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of Syracuse University. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, Student Association-funded community service travel, and in situations where a student or recognized student organization officially represents the University, e.g., leadership academies, conferences, and other programs.
   b. This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicums, observations or research, or participating in intercollegiate athletics competitions under the auspices of the Department of Athletics or activities organized by the Mary Ann Shaw Center for Public and Community Service.

2. **General Requirements**
   a. All graduate student and recognized graduate student organization travel falling within this Policy must meet the following requirements:
      i. Recognized graduate student organization travel must be consistent with the organization's mission statement and constitution on file with the GSO. Travel must be planned so as not to create an undue interference with academic responsibilities.
      ii. An individual student or recognized graduate student organization must complete and submit the Student Travel Form to the Office of Student Activities no later than five (5)business days before the scheduled trip.
      iii. All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Office of Student Activities no later than five (5) business days before the scheduled trip.

    iv. All University sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section V(C) below. A student officer from the recognized student organization must accompany the trip for all non-University sponsored travel. Syracuse University will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.

    v. The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the Syracuse University Code of Student Conduct with the recognized student organization leader(s) organizing the trip. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.

    vi. All trips are required to follow the Division of Student Affairs Student Travel Guidelines noted in section VII, below.

    vii. Any trip taken without submission of a complete and accurate Student Travel Form or other violations of this policy, may result in individual and/or organizational discipline as outlined in the University Judicial System Handbook, together with such additional action as may be deemed appropriate under the circumstances.

3. Field Trips

    a. Pursuant to this policy, it is understood that travel occurs only beyond the boundaries of Onondaga County. Journeys beyond the boundaries of the University campus but within Onondaga County, whether sponsored by the University or not, are considered field trips. As such, they are subject to the relevant guidelines within the Department of Risk Management. These guidelines may be found at: http://riskmangement.syr.edu.

4. University Sponsored Student Travel

    a. To assure that events or activities involving student travel are consistent with the University's mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate administrator will assure that the proposed travel request conforms to the procedures outlined in the Division of Student Affairs Student Travel Guidelines (see page 51). Below for a suggested list of those who have administrative approval.

    b. The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by Syracuse

University's Division of Student Affairs which occur beyond the boundaries of Onondaga County:

    i. To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the appropriate administrator for approval. The request must be submitted at least five (5) business days in advance of travel. Club sports organizations should consult with the Department of Recreation Services for specific details concerning exceptions to the five business day notice period.

    ii. Club Sports officers will receive the Club Sports Handbook from the Department of Recreation Services and will share with members of the club specific information regarding health insurance and the risks inherent in club sports activities.

    iii. All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the activity (e.g., club sports teams participating in out of town competition), the president of the student organization must meet with an administrator in the appropriate office (Club sports – Department of Recreation Services; other activities – GSO) prior to the trip to review specific trip details.

    iv. Names and pertinent information may be submitted to the Graduate School. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

5. Non-University Sponsored Travel

    a. Non-University sponsored travel occurs when travel to an off-campus activity or event beyond the boundaries of Onondaga County is required as part of membership in a recognized student organization functioning under the auspices of the Division of Student Affairs, but University funds are not utilized to support the travel.

    b. In some cases, the Student Association may support the recognized student organization travel by providing funding for conference registration. This funding does not alter the non-University sponsored nature of the travel.

        i. Note: It is the policy of the Student Association (Statute 4, II,C,6-7) that recognized student organization transportation expenses shall not be paid for by the Student Activity Fee unless transportation expenses are for community service events (as defined by the Finance Board) which benefit Syracuse University and SUNY ESF students. Moreover, the Student Association limits conference funding to paying for the registration of participants, not to exceed one-thousand dollars ($1000).

c. Recognized student organizations also may utilize their own funds acquired through fundraising, dues, or other lawful sources, to support Non-University sponsored travel.

d. When participating in non-University sponsored travel, recognized student organizations are required to submit the Student Travel Form available via the Office of Student Activities web site at http://studentactivities.syr.edu under "travel policy." In addition, the recognized student organization is subject to those requirements described in Section III of this policy.

6. **Division of Student Affairs Student Travel Guidelines**

   a. Syracuse University, in furtherance of its not-for-profit mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad travel, or travel under the auspices of the Department of Athletics. SU Abroad, the Risk Management Department, and/or the Department of Athletics should be consulted on those matters.

   b. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

   c. Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Syracuse University Code of Student Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus.

   d. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the Syracuse University Judicial System Policies and Procedures.

   e. Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University's vehicle safety policy.

   f. The following additional guidelines also apply to all travel activities subject to the Syracuse University Student Travel Guidelines:
      i. Pre-trip Meeting

1. The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.

ii. Transportation

1. The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:

   a. University Vehicles
      i. Only University employees can drive. (Refer to the University Vehicle Safety Policy)

   b. Rental Vehicles
      i. If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with. The University prohibits departments or employees from renting 15 passenger vans on or for University business.

   c. Contract Bus Service
      i. Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than five (5) million dollars per occurrence, the Risk Management Department (315-443-4011) must be consulted to determine if a lower coverage amount is acceptable.

   d. Regularly Scheduled Carriers
      i. Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.

   e. Personal Vehicles
      i. Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University

business, and the owner is responsible for primary liability insurance. The University does carry non-owner excess liability coverage to protect the University and employee in the event of a suit resulting from an automobile accident in which an employee was driving on University business.

f. Accident and Medical Insurance

    i. The faculty member or administrators responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

g. Participation

    i. Except with the permission of the appropriate administrator, friends and family of students are not eligible to participate in travel opportunities falling under the Division of Student Affairs Travel Policy.

    ii. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should keep a list of all participants involved in the trip.

XVI.   DIRECTORY OF DEPARTMENTAL SERVICES & CONTACTS

Box Office, Schine Student Center, 315-443-4517

The Box Office is responsible for the sale of tickets for events occurring within the Schine Student Center and other campus venues. Recognized student organizations must complete a ticket request form three weeks prior to the event. Payment for this service is due with the completed form. A ticket request form can be obtained from the Box Office, Student Centers and Programming Services, online at *students.syr.edu/boxoffice/ticketform.html* or in the Office of Student Activities. Requests for complimentary tickets must be made before tickets are sold. Requests for any extended Box Office hours must be made in advance and will be at the organization's expense. Recognized student organizations must obtain written approval from Student Activities before tickets can go on sale.

Catering

NOTE: All requests to bring catering companies from outside Syracuse University into the Schine Student Center must be coordinated by the Schine Catering Office at least one month prior to the event.

1. **Campus Catering, 201 Ainsley Drive, 315-443-3605**

Campus Catering provides food service for campus events that do not occur within the Schine Student Center, the Goldstein Student Center, the Goldstein Alumni and Faculty Center, or the Carrier Dome. The sponsoring organization is responsible for paying all catering costs. Reservations are required at least three (3) weeks prior to the event.

2. **Carrier Dome Concessions, 315-443-4020**

Carrier Dome Concessions provides a concession stand food service inside the Carrier Dome and at some remote venues on campus.

3. **Schine Catering, 228G Schine Student Center, 315-443-3770**

Schine Catering provides all food service for campus events scheduled in the Schine Student Center. Reservations are required at least three (3) weeks prior to an event.

Center for Career Services, 235 Schine Student Center, 315-443-3616

The Center for Career Services educates all students and alumni about the career development, planning, and implementation process; supports students and alumni in the exploration, identification, pursuit, and integration of personal and professional career goals; connects students and alumni directly to mentoring, employment, and continuing education opportunities; teaches students and alumni effective career navigation strategies, skills, and techniques; informs constituents about career options, job market trends, and workplace paradigms; and collaborates with student groups, colleagues, administrators, faculty, alumni,

parents, and employers on projects that enhance career opportunities for students and alumni. Contact the Center for Career Services for assistance in planning workshops and other group activities for your organization members, and to explore collaboration in events the center may be already planning.

Center for Public and Community Service, 237 Schine Student Center, 315-443-3051

Looking for assistance in creating a community service project for your organization? The mission of the Center for Public and Community Service (CPCS) is to promote, support, facilitate, and recognize public and community service as a fundamental part of the teaching and learning experiences for Syracuse University students, faculty, and staff. CPCS provides referrals to you and/or your organization for volunteer and community service positions.

Classroom Presentations, 154 Newhouse II, 315-443-5660

Contact Classroom Presentations to reserve audio-visual equipment for locations that are not in the Schine Student Center, Goldstein Student Center, or residence halls.

Community Darkrooms, 316 Waverly Avenue, Robert B. Menschel Media Center, 315-443-2450

Community Darkrooms works to encourage the growth and appreciation of photography on the SU campus. It does so by maintaining a rental darkroom for the campus community to pursue organizational and individual photographic projects and offering classes, workshop, and lectures in photography. Community Darkrooms is available for student use in assistance with printing publicity.

Counseling Center, 200 Walnut Place, 315-443-4715

The staff at the Counseling Center is composed of experienced licensed and certified mental health professionals, including psychologists, social workers and a consulting psychiatrist. They are committed to enhancing the academic mission of the University through providing individual counseling, as well as prevention, education, and outreach activities.

Department of Public Safety, 005 Sims Hall, 315-443-2224

The Department of Public Safety (DPS) is responsible for the security of the campus. DPS determines the amount and type of security personnel needed for an event based upon the event type and expected audience. The recognized student organization or sponsoring department is responsible for paying all costs associated with program security.

Goldstein Student Center, South Campus, 315-443-1990

Goldstein Student Center houses many services, including: three (3) conference rooms, a Food Court, laundry facilities, a branch location of the Syracuse University Bookstore, a fitness center, and a computer cluster. In addition, the Goldstein Student Center staff oversees the

South Campus Skybarn. Contact the Goldstein Student Center to reserve and arrange for use of the Skybarn. Reservations for the conference rooms are made through the University Events Scheduling Office, Schine 228D, 443-4240.

Graduate Student Organization, 207 Bowne Hall, 315-443-2087 (email gso@syr.edu)

The Graduate Student Organization (GSO) represents graduate students in all facets of University life, serving their needs and concerns. GSO determines the distribution of the Graduate Student Activity Fee to campus-wide services and academic units. Some of these services include discounts at the Inn Complete and Drumlins Country Club, as well as support for the campus childcare centers, the Graduate School and Career Services.

Hendricks Chapel, 315-443-2901

Hendricks Chapel is a diverse religious, spiritual, and cultural learning environment seeking to generate a welcoming and caring community within Syracuse University. The Chapel values differences as a resource for enrichment. Hendricks Chapel is available to recognized student organizations for some events. Contact the scheduling secretary at 315-443-2903 to reserve the venue.

Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center, 750 Ostrom Avenue, 315-443-3938

The mission of the Syracuse University LGBT Resource Center is to provide education, advocacy, support, and safe communal space for lesbian, gay, bisexual, transgender, questioning, and straight-allied students, staff, faculty, parents, and alumni of Syracuse University. Through the LGBT Resource Center's services, the center promotes the academic and personal growth and development of LGBT students; advocates unrestricted access to and full involvement in University life; and serves as a catalyst for the creation of a campus environment free from intolerance and hospitable for all students.

News Services, 820 Comstock Avenue, Room 014, 315-443-3784

News Services can provide assistance with writing and distributing news releases to local newspapers, television stations and radio stations; can help organize news conferences; and can help with media management during an event.

Office of Orientation and Off-Campus Student Services, 754 Ostrom Avenue, 315-443-1012

The Office of Off-Campus Student Services (OCSS) offers students services and support throughout the off-campus housing experience, providing information and resource referrals to all Syracuse University and SUNY ESF students. The OCSS plays an active role in educating the off-campus student community regarding their rights and responsibilities, both as tenants and as members of the community. The OCSS staff is dedicated to providing programs and services

to all students who live off campus. We strive to assist the off-campus student community in connecting to the University and making a positive impact on its off-campus living experience.

Office of Judicial Affairs, 310 Steele Hall, 315-443-3728

The Office of Judicial Affairs acts as a resource for all students in interpreting Syracuse University policies and procedures and in providing information on student rights and responsibilities. In addition, the Office of Judicial Affairs assists students in contacting other campus resources pertinent to individual issues and concerns. The Syracuse University Judicial System works to protect individual rights, property, and physical well-being and to promote good citizenship within the Syracuse University community. The University Judicial System has jurisdiction over behavioral violations occurring on campus, off campus, and, in Greek chapter houses. Any member of the University community may bring behavioral issues to the attention of the University Judicial System.

Office of Multicultural Affairs, 105 Schine Student Center, 315-443-9676

The Office of Multicultural Affairs (OMA) actualizes a dimension of the University's core value of diversity by empowering students of color and facilitating cross-cultural interactions through educational opportunities and programmatic initiatives for the University community. OMA defines and responds to the needs of undergraduate African American, Hispanic American, Latino/a, Asian American, and Native American students. OMA supports the retention of its students through a structured support network that includes academic support services, peer mentoring, workshops focused on career and personal development, and promotion of cultural competence through diversity education seminars. Additionally, OMA sponsors programs that advance collaboration among student groups to enhance campus climate for all students.

Parking Services, Skytop Office Building, 315-443-4652

Event sponsors should contact Parking Services for all programs requiring parking. Parking can be arranged for guest artists at an expense to the recognized student organization. Parking Services also can coordinate bus services for events at an additional cost.

Department of Recreation Services, 241 Archbold Gymnasium, 315-443-4386

The Department of Recreation Services coordinates a variety of recreational programs, activities, and facilities for students, faculty and staff at Syracuse University. The office sponsors regular programs, such as Late Night at the Gym, and invites recognized student organizations to meet with departmental personnel to use the department's expertise in planning tournaments and special events.

Office of Residence Life, 111 Waverly Avenue, Suite 200, 315-443-3637

The Office of Residence Life (ORL) strives to be purposeful in its work to provide a supportive residential experience for all students on campus. ORL supports several programming initiatives involving leadership, diversity and assessment as well as serves as a collaborative partner with Academic Affairs with the many learning community experiences available on campus. The

office is actively involved with the Community Councils, Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and South Campus Organization for Programming Excellence (SCOPE).

Safety Department, 43 Lyman Hall, 315-443-5474

The Safety Department monitors event capacity as well as risk-inherent elements of programs. The Safety Department determines the capacity for each event and the number of Safety Officers that must staff an event based on the capacity. The recognized student organization or sponsoring department is responsible for the costs of the Safety Department.

Schine Copy Center, Schine Student Center, 315-443-3455

The Schine Copy Center provides a copy service to all recognized student organizations and University departments. Flyers, posters, brochures and laminated passes may be made at the copy center. Publicity materials should be created at least three (3) weeks prior to the event.

Slutzker Center for International Services, 310 Walnut Place, 315-443-2457

The mission of the Slutzker Center for International Services is to facilitate and manage international educational activities by responding to international students, scholars, faculty, administrators, staff, and other members of the University community with advice, counseling, and programming on immigration, administrative issues, cross-cultural and personal matters. It is also to promote the University's commitment to international education by facilitating exchange relationships, fostering interaction among U.S. nationals and international students and scholars, and enhancing the University's multicultural environment through the design and development of educational, social, and cross-cultural programs.

The Office of Student Assistance, 306 Steele Hall, 315-443-4357

The Office of Student Assistance provides problem-solving assistance and supportive advising to all students. It provides services and programs to special populations to enable them to thrive in the college environment; and it serves as an entry point for all students into the service mainstream of the University. Services provided include college memos, leaves of absence and withdrawals, procedural advising, readmissions, veterans' educational resources, student same-sex domestic partner benefits, and services related to retention.

The Office of Student Assistance is also responsible for working in collaboration with students, faculty, and staff members to create a seamless learning environment that promotes good citizenship, campus engagement, ethical leadership, community safety, personal wellness, and the celebration of diversity.

Student Centers and Programming Services, 228D Schine Student Center, 315-443-4240

The University offers many meeting places and services for use by student organizations, administrative and academic departments. To accommodate the meeting needs of student

groups, Student Centers and Programming Services is available to meet your event needs with the ideal campus location and technical support services.

Student Centers and Programming Services (SCPS) reserves spaces within the Schine and Goldstein Student Centers, the plaza between Schine Student Center and the Newhouse School of Public Communications, Gifford Auditorium, Grant Auditorium, Maxwell Auditorium, and Kittredge Auditorium. SCPS also schedules meeting rooms in the following locations: Archbold, Bowne Hall, Carnegie Building, Eggers Hall, Huntington-Beard-Crouse Hall, Hinds Hall, Hall of Languages, Shafer Art Building, Sims Hall, Hoople Hall, Link Hall, Lyman Hall, Maxwell Hall, Slocum Hall, the Physics Building, and Watson Theatre. *Please be aware that many of these spaces have specific requirements concerning use.*

In addition to search and match services, SCPS assists program sponsors in scheduling support services for campus-wide programming, such as room set-up, security, custodial, physical plant, parking, and many other services for their events.

Event and Technical Services (ETS) is the area of SCPS that handles all of the technical needs for the student groups' events. ETS has two distinct responsibilities: event management and technical assistance. Event management entails the setup and breakdown of the room, ticket taking, ushering, and helping those patrons who may need assistance. ETS's technical support of events includes running of sound, lights, and visual presentations as well as stage management for events. Any use of non-Syracuse University resources for sound and lighting must also be coordinated through ETS to ensure appropriate use of University facilities. ETS should be contacted at least one month prior to an event. Be aware that last minute requests may not be honored.

SU Ambulance, 111 Waverly Avenue, 315-443-4566

SU Ambulance (SUA) should be contacted by the sponsoring student organization for any high-risk activity that is being planned (e.g. outdoor concerts). Please contact SUA at least one month prior to an event.

Syracuse University Student Association, 126 Schine Student Center, 315-443-2650

The purpose of the Student Association (SA) is to participate in the formation of policy, rules, and regulations of Syracuse University; to provide a unified voice for all undergraduates; and to determine and allocate the undergraduate Student Activity Fee.

University Rape: Advocacy, Prevention, and Education Center, 111 Waverly Avenue, lower level, 315-443-7273 (443-RAPE)

The University Rape: Advocacy, Prevention and Education Center, part of the Office of Prevention Services, provides 24-hour crisis response (315-443-7273), support, and advocacy for students who have been sexually assaulted. The program advocates are available to meet

with students to inform them of medical and legal options as well as to accompany them to area hospitals and law enforcement agencies. The program staff advocate on behalf of survivors with University units, including the Office of Residence Life, the Counseling Center, and academic deans. The program provides comprehensive sexual assault prevention programs, including programs focused on human sexuality, relationships, and communication. Student volunteers are active participants in educational and other R.A.P.E. Center programs. Visit *sumweb.syr.edu/health/rape.htm* for more information.

Tennity Ice Skating Pavilion, 511 Skytop Road, 315-443-4254

The Tennity Ice Skating Pavilion, which is part of the Department of Recreation Services, provides a variety of programs and services to the Syracuse University community, including open skating sessions, individual lessons, intramural activities, clubs, and classes. Student with a valid Syracuse University I.D. card can access the ice skating facility for free. Skate rental is available. Opportunities are also available for recognized student organizations to plan events at the facility.