

# Important Offices to Know

Student Organization Handbook  
Southeast Missouri State University

2009-2010

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Campus Life & Event Services  
University Center 202  
573.651.2280  
[leadership@semo.edu](mailto:leadership@semo.edu)

## Important Offices to Know

As a student leader, it is important to know your resources on campus. Please note the following offices and the information listed with them as they may be of particular interest to you and your organization.

### Campus Life & Event Services Administrative Office

The administrative office staff works to provide educational opportunities for students outside the classroom through programming, leadership, involvement and day-to-day support.

#### Contact Information

Office: University Center 202, MS 1200  
 Phone: 573-651-2280  
 Fax: 573-651-2893  
 E-mail: [campuslife@semo.edu](mailto:campuslife@semo.edu)  
 Website: <http://www4.semo.edu/campuslife>

#### Hours

- Summer:  
Monday-Friday 8:00 a.m. – 4:00 p.m.
- Fall/Spring:  
Monday-Friday 8:00 a.m. – 5:00 p.m.

### Services Available

- D.I.C.E. funding
- Presentations and interactive workshops for your organization
  - Programming/event planning
  - Recruitment
  - Marketing
  - Budgeting
  - Fund-raising
  - Teambuilding
  - Communication
  - Diversity
  - Group dynamics
  - Motivation
  - Delegation
  - Leadership style inventories
  - Officer transitions
  - Conflict resolution
  - Risk management

*Don't see a topic you're looking for, ask and we can create something for you.*

To inquire about a presentation, contact the [Coordinator for Leadership Development](#), University Center 202, 651-2280

### Event Services & Scheduling

All registered student organizations in good standing can reserve meeting rooms on campus for events associated with their organization at no charge. The Event Services & Scheduling staff is responsible for reserving rooms in most buildings on campus as well as the display case on the 3<sup>rd</sup> floor of the University Center.

#### Contact Information

Office: University Center 413, MS 1200  
 Phone: 573-651-2282  
 Fax: 573-651-2893  
 E-mail: [unischeduling@semo.edu](mailto:unischeduling@semo.edu)  
 Website: <http://www4.semo.edu/uc/resform.asp>

#### Hours

- Summer:  
Monday-Friday 8:00 a.m. – 4:00 p.m.
- Fall/Spring:  
Monday-Friday 8:00 a.m. – 5:00 p.m.

## Center for Student Involvement (CSI)

Completed in fall 2005, the Center for Student Involvement (CSI) is designed to provide a central space for Southeast students. It contains space where students can work, gather together, hang out, and use the resources provided by the University Center. The CSI provides many opportunities for student leaders and is open to all students. The CSI also serves as office space for several student organizations including Student Government.

### Contact Information

Office: University Center 204, MS 1800

Phone: 573-651-2896

Fax: 573-651-2893

E-mail: [leadership@semo.edu](mailto:leadership@semo.edu)

Website:

<http://www.semo.edu/leadership/csi.htm>

### Hours

- Summer:  
Monday through Friday  
9:00 am - 12:00 pm, 1:00pm - 4:00pm
- Fall/Spring:  
Monday through Thursday  
10:00 am - 9:00 pm  
Friday  
10:00 am - 5:00pm  
Sunday  
1:00 pm - 5:00 pm

### Services Available

The CSI contains many FREE resources for ALL students:

- Big screen TV
- Nintendo® Wii™ game system
- Conference room, available for reservation
- E-mail work stations
- Wireless laptops available for check-out
- Paper cutter

In addition, more FREE resources are available for registered student organizations:

- Student organization work space
- Student organization mailboxes
- Storage lockers
- Ice breaker & leadership resource library
- Butcher block paper
- Laminator
- Ellison Press, to cut letters for bulletin board, banners, large signs, etc.
- Poster making machine, 2 free per event
- Scanner

Services available to ALL students for a minimal cost:

- Copies \$0.10/per copy
- Poster making machine \$5.00 each
  - The first two are free per event for registered student organizations, \$5.00 for each additional. All others must pay \$5.00 each.
- Ellison Press
  - Use of the machine is free.
  - Registered student organizations are provided paper by the CSI, all other individuals and groups must provide their own paper.

- Laminator
  - Free for registered student organizations laminating reusable items such as signs and decorations.
  - All others must pay \$1.00/ft.
- Butcher block paper
  - Free for registered student organizations making large signs, banners, and bulletin boards.
  - All others must pay \$0.10/ft.

### **Student Organization Mailboxes**

All registered student organizations are assigned a mailbox located directly outside the CSI. All written correspondence from Campus Life & Event Services as well as university account bills will be sent to this address. Please check the box regularly. If you forget your combination, the student worker can assist you.

To have mail sent to your organization, use the following mailing address:

Organization name  
One University Plaza MS 1800  
Cape Girardeau, MO 63701

### **Student Organization Offices, Cubicles, & Storage Lockers**

Office space and cubicles located in the CSI are available for registered student organizations. Storage lockers, located on the 4<sup>th</sup> floor of the University Center across from the elevator entrance, are also available. The requests are granted first-come, first-serve. If no space is available at the time of a request, the organization will be placed on a waiting list. Student organizations not in good standing or who do not utilize the space will be asked to forfeit their space.

If you are interested in receiving the conference room, an office space, cubicle, or storage locker, please contact [Dale Chronister](#), University Center 202, 651-2280.

## Student Government Association

Student Government Association (SG) represents its fellow students by providing services and making recommendations to the University administration. SG is about students serving students.

### Contact Information

Office: Center for Student Involvement,  
University Center 204, MS 1800

Phone: 573-651-2896

Fax: 573-651-2893

E-mail: [sg@semo.edu](mailto:sg@semo.edu)

Website: <http://www2.semo.edu/studentgov/>

### Hours

SG executive officers keep regular hours throughout the semester and are available by appointment.

### Executive Officers

President	Craig LaChance <a href="mailto:calachance1s@semo.edu">calachance1s@semo.edu</a> , 573-986-6057 Center for Student Involvement, University Center 204 P
Vice President	Ben Hooe <a href="mailto:sgvicepresident@semo.edu">sgvicepresident@semo.edu</a> Center for Student Involvement, University Center 204 N
Treasurer	Amanda Hardwick <a href="mailto:akhardwick1s@semo.edu">akhardwick1s@semo.edu</a> Center for Student Involvement, University Center 204 M

### Advisor

Michele Irby – Director, Campus Life & Events Services, [mirby@semo.edu](mailto:mirby@semo.edu), 651-5120

### Support Staff

Dale Chronister – Administrative Assistant, [dchronister@semo.edu](mailto:dchronister@semo.edu), 651-2280

Jim Essner – Business Analyst for Campus Life, [jessner@semo.edu](mailto:jessner@semo.edu), 651-2280

## Chartwells Dining Services

Due to contract stipulations, all food items distributed on campus must be prepared or approved by Chartwells Dining Services.

### Contact Information

Office: University Center 257, MS 1700

Phone: 573-651-2511

Fax: 573-651-5155

E-mail: [catering@semo.edu](mailto:catering@semo.edu)

Website: <https://semo.catertrax.com/>

### Hours

- Summer:  
8:00 a.m. – 4:00 p.m. Monday-Friday
- Fall/Spring:  
8:00 a.m. – 5:00 p.m. Monday-Friday

To order food, please contact Chartwells Dining Services at the information above. Catering orders should be submitted two weeks prior to an event.

For information about the Food and Beverage Policy, including information on snack items during meetings and bake sales, see the *General Policies and Procedures* section of the [Student Organization Handbook](#). The *Request for Exception to Catering Exclusivity* form is available in the Resource section of the [Student Organization website](#).

## Copy Center

The Copy Center is available for both regular copies and special orders.

### Contact information

Office: Parker Hall 105, MS 7695

Phone: 573-651-2531

E-mail: [copycenter@semo.edu](mailto:copycenter@semo.edu)

### Hours

- Summer:  
Monday-Friday  
8:00 a.m. – 12:00 p.m.,  
1:00 p.m. – 4:00 p.m.
- Fall/Spring:  
Monday-Friday  
8:00 a.m. – 12:00 p.m.,  
1:00 p.m. – 5:00 p.m.

Orders can be placed by e-mail or drop off. Have the following information when you place your order:

- Your name and phone number
- Organization name
- Event name and date
- Number of copies
- Type of copies (black & white, color, etc.)
- Color of paper
- Time and date of pick-up or delivery instructions
- Any special instructions (folding, stapling, etc.)

## Marketing and University Relations

Marketing and University Relations engages in the dissemination of information and materials in the prime interests of heightening awareness of the University, facilitating the flow of appropriate University information to internal and external constituencies, establishing positive relationships with a wide variety of internal and external constituencies, and maintaining quality and integrity in all information, materials and activities.

### Contact Information

Office: 4<sup>th</sup> floor of the Wehking Alumni Center,  
MS 7300

Phone: 573-651-5910

Fax: 573-651-2592

E-mail: [urelations@semo.edu](mailto:urelations@semo.edu)

Website:

<http://www.semo.edu/urelations/index.htm>

### Hours

- Summer:  
8:00 a.m. – 4:00 p.m. Monday-Friday
- Fall/Spring:  
8:00 a.m. – 5:00 p.m. Monday-Friday

### Services Available

- News Bureau
- Photography Services
- Public Services/Publications
- Web Design and Support
- Printing Contract Services
- Video Services

Please consult their website for information about press releases if your student organization has completed a major accomplishment.

Marketing and University Relations provides a [Good Advertising Checklist](#) as an additional resource.