

University Services and Resources

ASMSU Funding Board

312 Student Services Building, 355-8266 Ext. 106

The basic function of the Funding Board is to fund individual projects of registered student groups all around campus. The board specifically looks to fund groups that are in great financial need, are relatively new, or whose projects are extremely beneficial to the general student body. The board may grant a maximum of \$4,500 to a registered student group per academic year.

ASMSU Programming Board

319 MSU Union, 353-5255

The ASMSU [Programming Board](#) (PB) provides students with educational, entertaining, and multi-cultural campus-wide programming. Since its founding in 1976, the ASMSU Programming Board has developed into one of the largest student-run programming organizations in the United States. Through the PB, ASMSU has sponsored world renowned speakers, art shows, concerts, issue forums, theatrical plays and musicals, demonstrations, and cultural events. The Programming Board provides funding for MSU student groups to program a diverse selection of educational and entertainment oriented programs for the Spartan community. The Programming Board main office is located in the Union, Room 319. For more information, call 353-5255.

Orientation Programs

101 Student Services Building, 355-8286

The Campus Life Orientation Programs staff organizes and coordinates orientation programs in addition to those provided for new students during the Academic Orientation Program (AOP). These programs occur during the beginning of each new semester, and throughout a student's first year on the campus. It is the intent of the staff to assist students in becoming knowledgeable and comfortable with MSU support services programs and the MSU environment.

MSU Police Department

Public Safety Building, 355-2221

Student organizations are often required to contact MSU Police regarding their event. Sometimes MSU Police may need to be notified for purposes of information only, and sometimes it may be necessary to have MSU Police personnel at the event. Referrals may be made to MSU Police for the following types of events:

1. Entertainment events
2. Marches/Rallies
3. Outdoor events
4. Marathon events

5. Any major conferences
6. Any event that may cause a potential traffic or parking problem
7. Student social events (e.g., dances and parties, etc.)

Student Activities staff will give instructions to student organizations regarding the extent to which MSU Police need to be anticipated when processing the APF.

Instructional Media Center (IMC)
126 Instructional Media Center, 353-3960

Student groups needing audio-visual equipment in addition to that which is available in a technology room should secure those services from IMC. The IMC will require submission and approval of an APF for the event. Groups may also need an APF to gain key access to a locked tech room. There will be a small charge for the key, which must be returned.

Judicial Affairs
101 Student Services Building, 432-2471

The Judicial Affairs staff provides direction and coordination for the development and administration of judicial policies and procedures. Duties include the development of programs that help the University community living and judicial process. The staff serves as trainers for judicial bodies, judicial hearing officers, administrators of judicial records, and advisors to the judiciaries.

ASMSU and COGS Legal Services

The Student Legal Services is a department of ASMSU and also funded by Council of Graduate Students (COGS). Legal Services offers free, professional legal counsel to all students. Students can receive advice or representation in court for landlord-tenant problems, criminal misdemeanors, drunk driving and other traffic offenses, debtor-creditor problems, and other civil concerns. The Lawyers have been working for MSU Students' Rights for the last twenty years and know how to support the students of Michigan State University. This department offers seminars in the residence halls, fraternity/sorority houses or Co-ops and answer questions on a number of different issues! For more information, contact the Legal Services Director at 353-3716.

Through the [Student Defender Program](#), students defend other students involved in a university or departmental judiciary action. Student Defenders act as counsel for residence hall problems, academic dishonesty, non-disciplinary challenges, and other intra-university concerns. To schedule an appointment, call 355-8266, extension 121 or visit 329 Student Services Building.

ASMSU Loan Program

Loans are available beginning the first day of classes each semester. ASMSU provides interest-free loans up to \$100.00 for a period of six weeks to registered undergraduate and graduate students who have not refunded their Student Tax for the semester. For more information, please contact the ASMSU Business Office at 355-8266 during regular business hours in 307 Student Services Building. Loans are available 8:30-4:30 (**Closed between 12 - 1pm**) Monday thru Friday in 307 Student Services Building until the midpoint of the semester.

- Student and picture ID required
- Repayment in cash or money order only
- \$2.50 per week – late fee plus \$5.00 charge for holds
- No loans for one year if paid after finals week, and no loans ever after 2 late loans or if loan is sent to collection

Blue Books, Copies, and Faxes

Need Blue Books for an exam? Why pay money! Come and get your FREE Blue Books at the ASMSU office in 307 Student Services Building.

The Associated Students of Michigan State University offers copy and fax services for all registered students and student organizations. Copy services include two-sided copying, enlargements and reductions, and collation. Both domestic and international faxing is also available. The ASMSU Business Office is open from 8:30 to 4:30 (**closed between 12 - 1pm**) Monday through Friday in 307 Student Services Building. Call 355-8266 for details.

MSU Yearbook - The Red Cedar Log

The [Red Cedar Log](#) is Michigan State University's official yearbook. It is produced, managed and distributed by a student staff and community members. As a department of ASMSU and funded by Student Fees, the Red Cedar Log is available free to undergraduate students provided they have not had their ASMSU student fee refunded. It is the largest yearbook in the nation. The current year's book is in production every fall and spring semester.

Physical Plant

Physical Plant Building, 355-8485

Student Activities or the facility manager should inform student groups whether or not they need to request Physical Plant services. Some of the reasons a student group may need Physical Plant services are: to clean a facility after use; to open or close a building when using the building after regular operating hours; to move something from one facility to another; to obtain materials for which Physical Plant has responsibility (e.g.

stage, ladder, tables, chairs, etc.); or to have electrical power set up for outdoor events. There is a charge for all Physical Plant services and student groups are required to have an active/open University account. Students may obtain these services by completing a Service Request Form. Students can obtain these forms online at www.pp.msu.edu.

Prices for Services and Facilities

Prices are subject to change without notice.

Security

Police	\$54.00/hour
Green Coats	\$15.50/hour
Traffic Workers	\$11.50/hour

Space Rental

Union Ballroom	\$ 320.00
Parlor A	\$ 95.00
Parlor B	\$ 95.00
Parlor C	\$ 135.00
Gold Room A	\$ 75.00
Gold Room B	\$ 130.00
Green Room	\$ 130.00

MSU Auditorium	\$600.00 for the first six hours, and \$40.00 for each additional hour (includes house sound and lights).
Pasant Theatre	\$600.00 for the first six hours, and \$40.00 for each additional hour (includes house sound and lights).
Great Hall	\$1,200.00 for the first six hours, and \$40.00 for each additional hour.
Ushers	\$6.00-\$7.00/hour (can be offset by RSO volunteers)
Stagehands	\$20.00-\$22.00/hour

Kellogg Center Price varies with event – contact
432-4000 for more information.

All the facilities listed below may or may not require a minimal rental fee. Each facility has specific requirements regarding additional staff, equipment and services that may be required.

Jenison Fieldhouse	IM Sports East
Kobs Baseball Field	IM Sports West
Football Stadium	IM Sports Circle
Track	IM East Fields
Demonstration Field	Other Fields (Adams, Munn, etc.)

Services

Services such as cleaning a classroom after hours, opening/closing a classroom after hours, or placing a banner at the Abbott Street Entrance by the Physical Plant range in cost. Typically, the price range is anywhere from \$25 - \$75.

Instructional Media Services

Overhead Projector	\$17.00/day, \$51.00/week
Opaque Projector	\$17.00/day, \$51.00/week
Voice projector equipment	\$18.00/day, \$54.00/week
Microphone-wired	\$ 8.00/day, \$24.00/week
Microphone-wireless	\$32.00/day, \$96.00/week
DVD Player	\$28.00/day, \$84.00/week
Monitor-20"	\$25.00/day, \$75.00/week
Delivery Charge-on campus	\$23.00 per delivery

Risk Management and Insurance **113 Olds Hall, 355-5022**

Risk Management provides student groups and student leaders with the tools necessary to implement proactive risk management through effective event planning. Staff in this office strives to help student leaders make intelligent and reasonable choices when planning group activities in order to reduce the risk of loss to the group as well as the University.

Center for Service-Learning and Civic Engagement **27 Student Services Building, 353-4400**

The Center for Service-Learning and Civic Engagement (CSLCE) provides Michigan State University students with opportunities to add valuable experience to their education while contributing to the public good through volunteer and voluntary service work with agencies in the Lansing area and beyond.

Both undergraduate and graduate students serve for many reasons: to contribute to the community, to enhance their academic work, and to develop personal, professional and citizenship skills.

The CSLCE acts as a liaison to approximately 350 agencies in the Greater Lansing area, making it possible to place students in fields such as: aging, agency administration and communications, education, engineering and construction, government, hospitals and health care, nutrition, pre-school/daycare, recreation, science and environment , mental health and human services, special education, and youth mentoring.

Of special interest to student organizations is that the CSLCE can help groups find ways to meet a desire or need to participate in short-term service and philanthropic activities. The CSLCE offers groups ways to get involved in a community project or event while also meeting a need for short-term community service. Examples of this type of activity are organizing a social event at a youth or senior center, participating in a city clean-up day, helping with Special Olympics, and more.

For more information, please visit <http://servicelearning.msu.edu/> or call 353-4400.

Student Government Advising **101 Student Services Building, 355-8286**

The Student Government Advising staff includes Department of Student Life full time staff and graduate administrative professionals. While their primary responsibility is to the Associated Students of Michigan State University (ASMSU) including their assemblies, boards, councils and student leaders, they are also available to other campus governing groups and leaders for advice and referrals. Through their interactions with student leaders, the advisors encourage leadership skill development, critical thinking and ethical practices, as well as assist with organizational development, campus activity facilitation, and contractual assistance.

Advisory assignments include ASMSU Student and Academic Assemblies, Senior and Freshmen Class Councils and Programming and Funding Boards. Staff also meets with individual students regarding their questions or concerns regarding MSU student government.

Student Life staff also coordinates the required referenda for the Student Fee (Tax) collecting organizations on campus each spring semester.

Student Organizations and Activities **101 Student Services Building, 355-8286**

Also a program of the Student Organizations and Activities area is the Student Organization and Resource Center (SOuRCe). The purpose of the SOuRCe is to aid both groups and individuals in:

1. Enhancing the effectiveness of student organizations,
2. Developing leadership skills and increasing knowledge of leadership issues,
3. Learning about campus involvement opportunities, and
4. Understanding more about their own development now and in the future.

These objectives are met through a variety of programs and services. The services of the SOuRCe are available to all students, but may especially be helpful to leaders in student organizations and to off-campus students whose access to campus information and services is sometimes limited.

The Student Organizations and Activities staff is responsible for registering more than 600 student organizations, as well as most of the programs and events sponsored by these groups. This registration process includes assisting student organization in planning their events.

Individual Leadership Consultation

Students who want to develop their leadership skills and learn more about student leadership opportunities on campus will be interested in this service. This may involve a referral to other existing leadership programs.

Group Consultation

This service is for organizations that request assistance in operating more effectively. Sometimes an objective, outside opinion can shed some light on group problems. This assistance may involve a referral to other existing leadership programs or the organization participating in a structured group experience.

Program Referral

If your group is interested in having a workshop or forum on topics dealing with leadership, organizational effectiveness, or personal development issues, the staff of the SOuRCe can assist you in locating a speaker. The staff has a resource directory that includes both Michigan State University and community members who are willing to do programs for student organizations. Topics include: motivation, leadership assessment, stress management, alcohol awareness, finding a job, birth control and many more.

Leadership Training and Development Programs

A variety of programs are offered to help both individuals and organizations enhance their effectiveness. Training and development opportunities include programs for both new students and experienced leaders, opportunities to attend the annual LeaderShape Institute, and the Department of Student Life Leadership Awards where students and organizations from across campus are recognized for their accomplishments.

Student Organization Fair/Student Organization Directory

The Student Organization Fair during Fall Welcome allows students to informally explore involvement in, and visit with representatives of approximately 330 different registered student groups. Information, about the more than 600 registered student organizations on campus, can also be obtained by calling or visiting the Student Life office at 101 Student Services Building, 355-8286.

University Accounting

360 Administration Building, 355-5000

The University does not require student organizations to have their financial accounts with the Controller's Office. Student organizations must have a University account if:

1. The organization wants to conduct revenue-producing activities on campus, or
2. To pay for University services, such as Physical Plant.

To obtain a University account, the student organization must be registered with the Student Life Center (except ASMSU, COGS, major governing groups, and on-campus living unit organizations). Account applications are available in both the Accounting Office, 360 Administration Building, and online at the Department of Student Life website.

Upon completion of the account application, the forms must be submitted to the Student Activities staff for review and approval. The Student Activities staff requires three (3) class days to review the material. After the material have been approved by the Student Activities staff, if it is a new account, the student organization must pick up the approved materials and take them to the Accounting Office in 360 Administration Building. A \$50.00 deposit must be made to open a new account. If the organization is only re-applying for an account, the Student Activities staff will automatically send the application to the Accounting Office after it has been approved.

University Licensing Programs 216 MSU Union, 355-3434

The University reserves ownership of any trademark, word mark, service mark, logo, insignia, seal, design or other symbol or device associated with or referring to Michigan State University. Student organizations wishing to use any of these should either refer to the "Campus Use" section of www.licensing.msu.edu or go to the Office of University Licensing Programs, where approval must be obtained and specific instructions secured prior to use.

Computing and Technology Assistance 120 Computer Center, 432-6200

E-mail and Storage Space Access

MSU NetIDs provide access to various electronic services including e-mail and AFS. Registered Student Organizations may request a new MSU NetID, or request access to their organization's existing NetID, by submitting the "MSU Registered Student Organization NetID and PIN Request Form". This form can be found at help.msu.edu in MSU Techbase article TB3408. Scroll down to "Request my PIN" and choose "Registered Student Organizations".

MSU Techbase is an online knowledge base to assist students, faculty, and staff with technology- related services. It is a collection of question and answer sets on a variety of

computing and network topics found at help.msu.edu. For assistance using MSU Techbase or general computing questions call the ACNS Help Desk at (517) 432-6200.

MSU provides remote file storage space called AFS (Andrew File System). This space can be used to back up files, post personal websites, and access files from anywhere on campus. Files saved to AFS space can be accessed over the Internet with netfiles.msu.edu. Information regarding AFS is available at help.msu.edu in MSU Techbase Article TB144.

E-mail List Management

Organizations may set up an electronic e-mail list using MSU Listserv provided by Academic Computing and Network Services for \$1 a month. To obtain a listserv for an organization, submit the MSU Mailing List interactive application form available online at help.msu.edu, in MSU Techbase article TB2123. An MSU NetID with password and a university account number are required.

Current information on MSU computing and technology services is also at computing.msu.edu.

MSU Department of Student Life Web Page

The most up-to-date listing of registered student organizations, and the contact person for the organization in question, can be found on the Department of Student Life's website at studentlife.msu.edu.

For more information, contact the Student Life office at 355-8286, or stop by between 8:00 a.m. and 5:00 p.m. on weekdays, at 101 Student Services Building.