



## **University Resources**

## **Student Allocation Board**

**Student Services Building, Room 332, (517) 355-8266**

<http://asmsu.msu.edu/divisions/student-allocations-board/>

The Funding Board allocates student tax money to RSOs for projects, equipment, publications, events, promotion, and student initiatives. To apply for funds, RSOs can pick up an application in Student Services Building, Room 307 or 332 or online at <http://asmsu.msu.edu/divisions/student-allocations-board/>.

## **Campus Life Orientation Programs**

**Student Services Building, Room 101, (517) 353-3860**

<https://admissions.msu.edu/admitted/orientation.aspx>

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 fall Student Life Orientation, at 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 the MSU support service programs and the MSU environment.

## **MSU Police Department**

**Public Safety Building, (517) 355-2221**

<http://police.msu.edu/>

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

- Campus runs
- Marches/rallies
- Outdoor events
- Marathon events
- Any major conferences
- Any event that may cause a potential traffic or parking problem
- Dances/parties/mixers etc.

The Office of Student Life will give instructions to RSOs regarding whether MSU PD need to be contacted when processing the Event Planning Form.

## **Office of the University Ombudsperson**

Conflicts, disagreements and issues sometimes arise during the course of an academic program. After a student has exhausted the internal resources for resolving an issue, they may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the University Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The University Ombudsperson will listen to concerns, give information about university policies, evaluate the situation, and assist in making plans to resolve the conflict.

**Contact information:**

Office of the University Ombudsperson  
354 Farm Lane  
129 N. Kedzie Hall  
(517) 353-8830  
[ombud@msu.edu](mailto:ombud@msu.edu)  
<https://msu.edu/~ombud/index.html>

**Student Media Center**

**MSU Union, Ground Floor, (517) 353-3960**

<https://union.msu.edu/79/secondarypage/student-media-center>

RSOs needing audio-visual equipment for their event should secure those services from Student Media Center. Resources available include printing, copying, scanning, faxing, large format printing, resume printing, camera rental, balloons, and more. The Student Media Center also have a full service greenscreen room and an Apple Mac Lab with Final Cut Pro, iMovie, and Camtasia.

**Student Conduct and Conflict Resolution**

**Student Services Building, Room 101, (517) 432-2471**

<http://studentlife.msu.edu/sccr>

The Student Conduct and Conflict Resolution 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 hearing board.

## **Legal Services**

**Student Services Building, Room 329, (515) 353-3716**

<http://asmsu.msu.edu/services/legal-services/>

The Associated Students of Michigan State University (ASMSU) retains three (3) attorneys who provide free legal counsel to undergraduate students.

## **Infrastructure Planning and Facilities (IPF)**

**Physical Plant Building, (517) 355-8485**

<https://ipf.msu.edu/>

RSOs should be informed by the Office of Student Life or the facility manager whether they need to secure IPF services. Some of the reasons an RSO may need IPF 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 IPF 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 IPF services and RSOs are required to have an open University account.

RSOs may obtain these services by completing an Event Planning Form, available online through Community (<https://michiganstate-community.symplicity.com/>).

## **Risk Management and Insurance**

**Olds Hall, Room 113, (517) 355-5022**

<http://rmi.msu.edu/>

RSOs may be referred to the Risk Management and Insurance Office, if Student Life staff or the facility manager is concerned the activity has potential to harm life, limb, or property. RSOs are also encouraged to consult with this office on their own if they have other liability concerns.

## **Center for Service-Learning & Civic Engagement**

**Student Services Building, Suite 345, (517) 353-4400**

<http://www.servicelearning.msu.edu/>

The Center for Service-Learning & Civic Engagement provides Michigan State University students with the opportunity to add valuable experience to their education through volunteer work with agencies in the Lansing area.

Both undergraduate and graduate students volunteer for many reasons: to supplement their academic work, explore career options, gain practical experience, develop personal and job-related skills, and increase their marketability. Students also volunteer to help others.

The Center for Service-Learning & Civic Engagement acts as a liaison to approximately 250 agencies in the Greater Lansing area, making it possible to place students in fields such as: aging, accounting, business, communications, corrections, education, government, health, marketing, nutrition, personnel, recreation, science, social work, special education and technical areas.

Of special interest to RSOs is that the Center for Service-Learning & Civic Engagement can help RSOs find ways to meet a desire or need to participate in short term philanthropic activities. The Center for Service-Learning & Civic Engagement offers RSOs 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, participating in a city clean-up day, helping with Special Olympics, etc.

### **Student Government Advising**

**Student Services Building, Room 101, (517) 355-8286**

<http://studentlife.msu.edu/leadership-development/consulting-services>

The Student Government Advising staff has primary responsibility for encouraging student leadership growth and facilitating the development of RSOs and their campus activities. In addition to providing consulting assistance for RSOs, the staff provides advisory assistance for: all-campus student programming, RSOs, major governing groups, Senior Class Council, Junior Class Council, Sophomore Class Council, Freshman Class Council, and students involved in University governance. As advisors to ASMSU, the undergraduate student governing body, staff assist the General Assembly and Student Allocation Board. Staff also serve individual students with questions or concerns about student government.

### **RSO Advising**

**Student Services Building, Room 101, (517) 355-8286**

<http://studentlife.msu.edu/leadership-development/registered-student-organization-training>

The Student Life staff is responsible for registering over 900 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.

## **University Accounting**

**Administration Building, Room 360, (517) 355-5000**

<http://www.ctrl.msu.edu/>

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

- (a) The RSO wants to conduct revenue-producing activities on campus, or
- (b) To pay for University services, such as IPF.

## **University Licensing Programs**

**MSU Union, Room 216, (517) 355-3434**

<http://www.licensing.msu.edu/>

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. RSOs wishing to use any of these should either refer to the "Campus Use" section of [www.licensing.msu.edu](http://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.

## **Athletic/Recreational Facilities**

<http://www.recsports.msu.edu/facilities/index.html>

Student Life staff will assist the student in identifying the appropriate person to contact from Recreational Sports and Fitness Services for reservation purposes. The exception to this would be if the event were a social event (dance, mixer, concert, etc.) where persons outside the RSO's membership are invited. If your event falls into this category, see the instructions under "Major Events Guidelines".

The Office of Student Life may require the use of facilities that are accessible and accommodating. RSOs and group requesting intramural facilities for activities that are not recreational or sport-oriented should first contact the Office of Student Life, Student

Services Building, Room 101. When a RSO uses indoor IM facilities, attendees must have valid MSU identification.

**Demonstration Hall Field**, IM Sports West, 103 Sports Circle, (517) 355-4710

**Football Stadium**, Athletic Department, 220 Jenison, (517) 355-5263

**IM Sports Circle**, IM Sports, 103 Sports Circle, (517) 355-4710

**IM Sports East**, IM Sports, 123 IM Sports East, (517) 353-3136

**IM Sports West**, IM Sports, 205 IM Sports West, (517) 355-5250

**IM East Fields**, IM Sports, 123 IM Sports East, (517) 353-3136

**IM Fields (all others)**, IM Sports, 205 IM Sports West, (517) 355-5250

**Jenison Fieldhouse**, Athletic Department, 220 Jenison, (517) 355-5263

**Kobs Baseball Field**, Athletic Department, 220 Jenison, (517) 355-5263

### **Auditorium/Wharton Center**

**Wharton Center, Room 150, (517) 353-1982.**

<https://www.whartoncenter.com/>

### **Barn Facilities**

**Animal Science Department, Anthony Hall, Room 124, (517) 355-8427**

<http://www.ans.msu.edu/facilities>

### **Classroom Use**

To reserve a classroom, indicate this request on the Event Planning form when submitting event details through Community (<https://michiganstate-community.symplcity.com>). Student Life staff will assist RSO with reserving classroom space.

Starting August 1 for fall and finals week for spring, reservation of classes can be requests. The reservations may or may not be granted for the entire term depending on faculty/academic demand. Academic and faculty demand for classrooms have first priority.

RSOs wanting room reservations for weekends (Friday night, Saturday, or Sunday), may submit their request up to one (1) month prior to the beginning of classes for that semester and at any time thereafter. No rooms will be reserved for Final's Week, holidays or over holiday weekends: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day. Rooms are otherwise available between semesters.

If you have already completed the Event Planning Form process and want to make a change to another room, day, or time, a new Event Planning form must be completed at least one (1) week in advance.

Once the rooms have been reserved, the RSO is then responsible for contacting the event requestor to fill out the necessary online service request forms for that particular facility or classrooms.

### **Hallways and Lobbies of Classroom Buildings**

RSOs can request for space by filling out an Event Planning Form through Community (<https://michiganstate-community.symlicity.com/>). No sales are allowed in academic buildings.

### **International Center Conference Room**

This facility is only available to ASMSU and COGS and should be scheduled through Classroom Scheduling, Administration Building, Room 185, (517) 355-4522, Monday - Friday from 3:00 PM - 5:00 PM. To reserve a space in the lobby of the International Center, Student Life staff will instruct students to take the Event Planning Form to International Center, Room 209, (517) 355-2350.

### **Judging Pavilion (Livestock Pavilion)**

To reserve this facility, Student Life staff will instruct the student to take the Event Planning Form to the Animal Science Department, Anthony Hall, Room 124, (517) 353-9227.

### **MSU Union**

Facilities in the MSU Union may be requested by RSOs indicating this detail in the Event Planning Form through Community (<https://michiganstate-community.symlicity.com/>). If the activity is a major event (dance, mixer, concert, etc.), also read the policies for "Major Event Guidelines" in this handbook.

### **3rd Floor Classrooms**

There is no charge for reserving these rooms unless a special room set-up is required. RSOs may use only one-time slot per seven (7) consecutive days. Time slots for rooms on weekdays are 5:30 PM - 7:00 PM, 7:30 PM - 9:00 PM and 9:30 PM - 11:00 PM. RSOs must choose one-time slot or the other. If RSOs want to overlap time slots they will be charged for the room. These time slots do not apply to weekend room use.

### **2nd Floor Meeting Rooms**

These rooms normally carry a rental charge.

### **Residence Halls**

Classrooms, 8:00 AM - 5:00 PM, Monday - Friday



The Office of Student Life will instruct students wanting classrooms in residence halls for daytime use to follow the same procedure under "Classroom Use".

### **Non-classroom space**

To reserve rooms other than classrooms, the Office of Student Life will instruct the student to take the Event Planning Form to the hall Community Support Staff.

### **Evenings and Weekends**

To reserve any room during the evening or on weekends the Office of Student Life will instruct the student to take the Event Planning Form to the hall Community Support Staff.

### **E-Mail and WWW Pages**

RSOs requesting mass emails or electronic files to be sent can fill out a data request form from the Office of Student Life, Student Services Building, Room 101. From there, the request will be sent to the Registrar's Office to determine approval. Establishing a group email or webpage is done through the ID Office, International Center, Room 170. A full Registered Student Organizations Directory can be access through Community (<https://michiganstate-community.symplicity.com/>).

### **Registered Student Organization & International Travel**

#### **Global Travel Registry & Health Insurance**

MSU RSOs traveling internationally on trips that are University-sponsored, but not part of an Office for Education Abroad program, must complete a Pre-Trip Authorization Form and register their travel in the [MSU Global Travel Registry](#). Travel registration can be completed by the traveler, a fellow traveler, a faculty advisor or a departmental travel arranger.

Benefits of Registering in the MSU Global Travel Registry:

- Activates free international health, evacuation and repatriation insurance
- Allows travelers to utilize International SOS 24/7 support for urgent or routine medical and security issues
- Provides important pre-departure information
- Serves as a crisis response tool

**MSU does not support registered student organization travel to countries with U.S. Department of State Travel Warning or those [identified as high risk](#), unless a waiver is approved in advance of travel.**

Only RSO trips that are [University-sponsored](#) should be registered in the MSU Global Travel Registry. If you are unsure whether an RSO trip is University-sponsored, please contact the Office of International Health and Safety.

### **Travel Safety Tips**

- Visit the MSU Travel Clinic prior to departure: <http://www.travelclinic.msu.edu>.
- Maintain a high level of vigilance and avoid traveling alone whenever possible.
- Minimize time spent in large crowds and remain aware of exits when inside buildings.
- Regularly monitor local and international media to increase awareness of local events.
- Heed the advice of local authorities.
- Do not participate in protests or demonstrations even those with peaceful intentions.
- Pre-program important contact numbers into your mobile phone.

### **Office of International Health and Safety (OIHS)**

OIHS supports the health, safety, and security of all MSU international travelers. We can offer travel safety guidance and are available 24/7 respond to crises. If you have any questions or concerns do not hesitate to contact us.

Telephone: 517-884-2174

Email: [oihs@msu.edu](mailto:oihs@msu.edu)

Web: [www.oihs.msu.edu](http://www.oihs.msu.edu)

### **Emergency Contacts**

**24/7 International SOS Medical and Security Assistance: +1-215-942-8478**

**24/7 MSU International Emergency Assistance Line: +1-517-353-3784**

### **Online Resources**

Pre-Departure Checklist + Printable "In Case of Emergency" card: <https://goo.gl/D6uurm>

International SOS: [www.internationalsos.com](http://www.internationalsos.com) (MSU Membership #: 11BCAS765781)

U.S. Department of State: [www.travel.state.gov](http://www.travel.state.gov)

Centers for Disease Control and Prevention: [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel)

### **Working with Youth Programs**

If your RSO is interested in working with youth, please contact MSU Youth Programs.

Website: <https://youthprograms.msu.edu>

Email: [protect@msu.edu](mailto:protect@msu.edu)

The Youth Programs Policy can be reached at the following link:

[https://www.hr.msu.edu/policies-procedures/university-wide/youth\\_program\\_operation.html](https://www.hr.msu.edu/policies-procedures/university-wide/youth_program_operation.html)