

The Student Organization Insider

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The information in this edition promotes your organization's success. You don't know what you don't know and we want you to know. WCSA hopes that this publication will keep you informed of student organization operations/opportunities. For more information on policies and procedures, visit the WCSA website at <http://rochester.edu/college/wcsa/>.

Re-Registration

All student organizations must register their organization each year. Re-Registration will begin on Tuesday, August 29th at 8:00am on Campus Community Connection (CCC) and will end on Friday, September 8th at 11:59pm.

To complete the re-registration process, log-in to CCC, go to your Action Center homepage by clicking on the  switchboard icon on the top right hand corner and click "manage". Select the "Register an Organization" button on the right hand side. On the next screen, locate your organization, you will see the blue "Re-Register" button to the right of the org. You will then be taken to the re-registration page to update your officers, roster, organization profile picture, and organization profile information for the public.

If you have any questions about the process, please contact your primary advisor or the Administration & Review Chair, Alex Guerrero (aguerra4@u.rochester.edu).

First-Year Students

You may have heard that we are officially transitioning to using the term First-Year Student. The University of Rochester is a little behind in making this transition; across the country hundreds of other schools have eliminated using Freshman. One of the primary motivators for this change is that "Freshman" forces/assumes a gender. Please try and make sure you start utilizing this in your publications, media, and every day conversations.

Note: Sophomore, Junior, and Senior titles will not be changing.

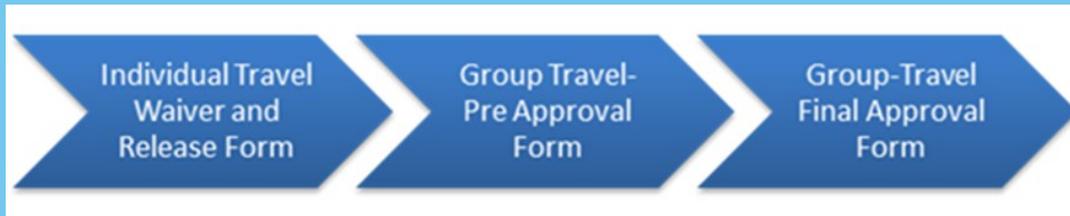
Genesee Hall

The new Genesee Hall is a mixed use building housing the Boehning Varsity House (Athletic space) on the 1st and half of the 2nd floor, a tutoring center on the 2nd floor, meeting rooms and a public lounge on the 3rd floor, and a first year residence hall on floors 4-7 housing 150 students. There are five meeting rooms ranging in size from 15 to 49 seats in the building that are reservable in Virtual EMS. These rooms work similarly to the Douglass meeting rooms, when there isn't a reservation anyone can swipe in and use them but must vacate before the next reservation. There is also a manager team covering both Spurrier and Genesee Hall and they cover daytime and evening hours in both buildings.

New Process for Student Organization Travel

Please work with your primary advisor for all of your travel needs!

Domestic Travel: There are three forms that must be completed.
Please visit the [travel page](#) for more info.



International Travel:

All processes done through the Office of Global Engagement.

Minimum 2 months' notice. Can be up to 4 months if high-risk travel location.

Event Registration Updates!

Registration Timelines are changed. See minimums below:

- Two Weeks for all smaller events
- 1 Month (30 days) for larger events

All events using ECM must be registered!

- There will be no cost for equipment for registered student organizations

There is a new Policy for Evening Party/Social Event with Off-Campus Guests in Public Spaces

There are new food guidelines for events with alcohol

Please visit [here](#) for more event information and the policies!

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*Design services free to University SA Funded
and SA Recognized Student Organizations only.
Space limited. First come, first served.
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Want to design your own stuff but need access
to the software, help, or advice? Visit the Graphic
Arts Suite on the First Floor of Wilson Commons.

For more information and to access
the online request form, visit:

rochester.edu/college/wcsa/services/graphic-arts.html

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Room Reservations

Wilson Commons Student Activities is currently searching for a new Reservations Coordinator and hope to fill the position soon.

In the meantime questions regarding reservation requests can be directed to the [Operations GA](#).

Virtual EMS contacts can be updated using the [Virtual EMS Update Form](#).

Questions or issues regarding Virtual EMS contact updates can be directed to [Patty Hutchins](#). All other questions can be directed to [Eric Howard](#).

New Ticket Process

Wilson Commons Student Activities has updated their ticket process to create a more streamlined experience.

- Our Ticket Request Form is now online! There is no longer a need to fill out a paper form. The digital form can be accessed on the Wilson Commons Student Activities website in the forms section, found [here](#).
- New ticketed events go on sale Mondays only! To qualify for a Monday morning sale date, the Ticket Request Form must be completed by the prior Wednesday at 5PM.
- We've also reduced our online sales fees! UR Undergrad Students now pay a \$2 fee when purchasing tickets through rochester.universitytickets.com. All other groups are charged a \$4 fee.
- Student organizations and University departments buying blocks of tickets with a 312 Req, may now do so right at the Common Market. Bring your signed and approved 312 Req to the Common Market for processing.

Douglass Community Kitchen

Wilson Commons Student Activities offers a unique opportunity to student groups and university departments to host cooking and food based events in the Douglass Community Kitchen, located on the fourth floor of Douglass Commons. The space features a gas cooktop, digital display oven, commercial grade dishwasher, and a growing collection of cooking supplies and equipment. With seating for 24, and conveniently located across from the Douglass Community Room, the space is the ideal location for hosting events and programs. Only recognized student organizations, or university departments, may reserve and use the Community Kitchen. The Community Kitchen is reserved through Virtual EMS, at least five days prior to the event.

A member or members of the student organization or university department must complete Community Kitchen Training to become an Approved Kitchen User, prior to reservation approval. Individuals can sign up for trainings utilizing the ["Community Kitchen Training Sign Up"](#).

Upcoming Trainings:

Thursday, August 31st at 2PM
Thursday, September 7th at 4PM
Friday, September 8th at 10AM
Wednesday, September 13th at 3PM

Thursday, September 14th at 11PM
Monday, September 18th at 3PM
Wednesday, September 27th at 2PM

If you have any additional questions, please contact [David Graupman](#), Assistant Director of Student Life Operations at (585)275-2988.



Driving the SA and CSN Vans

For anyone requesting to be a driver with the University's "Safe Driver Program", there has been a change with the process that you need to be made aware of. If you are seeking to become a driver WHO IS NOT LICENSED IN NEW YORK STATE, you must go through your home state's DMV to obtain your driving record (MVR= motor vehicle record). This can be as simple as a dated printout detailing any and all of your driving record. The process is different for each state, it may require some research and planning. For drivers licensed in New York State, the process has not changed and the Transportation Coordinator can run driving records.

If you have any questions, please do not hesitate to reach out to [Samuel Lovejoy](#), Coordinator of Transportation.

Fall Leadership Training Opening Session

We have put the presentation from the opening session online [here](#). This is helpful for those who were not able to make and those who want a refresher.

Thank you to all those who attended yesterday's training, it truly was an eventful day!

Medallion Program

A three-tiered leadership development program with you and your schedule in mind. Start by [enrolling](#) and then taking a look at the [workshops](#)! Encourage future eboard members to start now.

Tunnel Painting

To better support tunnel painting projects a utility closet with a sink has been installed near the Hoyt end of the painted tunnel. The door is labeled 'Utility Sink' and is always unlocked. The utility sink room was created for our student community. As members of the community you must work together to manage and respect the Utility Sink room and the tunnel painting process.

Please review the [guidelines to tunnel painting](#) and the use of the [utility sink](#) before your first paint job.

ROC Tix

ROC Tix is a discount ticket program for UR undergrads. ROC Tix offer students the opportunity to buy tickets to local and regional off campus events at a subsidized price. Events include concerts, arts and cultural attractions, sports, comedy, movie theatres, film festivals, recreational activities and more. ROC Tix events can be cosponsored with various organizations and departments. If you would like to make an event suggestion on behalf of you, your organization, or department, please fill out the [Roc Tix suggestion form](#) for email the Experiential Graduate Assistant experientialGA@rochester.edu.

Weekend Highlights NEW LINK for submissions

Weekend Highlights has a new LINK for submissions!! Please use the [NEW LINK](#) starting today!! To submit your event for possible inclusion in Weekend Highlights, fill out the Weekend Highlights Submission Form by Wednesday at Noon. Be sure to have the following information: Event Name, Description, Date, Time, Location, Price, Transportation Information and Sponsorship.

Ready to build the best CCC Organization site ever?
Want to become a CCC expert?



Looking to give feedback on your experiences?

WCSA will be offering 45 minute interactive sessions on managing your Student Organization sites. Join us in Wilson Commons Room 104 and bring your own laptop or mobile device.

<p>5 steps for a Successful Roster <i>Tuesday, September 19th @ 5pm</i> <i>Wednesday, October 4th @ 11am</i> <i>Friday, November 10th @ 1pm</i> <i>Tuesday, December 5th @ 4pm</i></p>	<p>Using CCC as your Student Organization Website <i>Wednesday, September 20th @ 10am</i> <i>Friday, November 10th @ 2pm</i> <i>Tuesday, October 3rd @ 5pm</i> <i>Monday, December 4th @ 1pm</i></p>		
<p>The Election Tool: More than Just Elections <i>Tuesday, October 17th @ 3pm</i> <i>Wednesday, November 15th @ 10am</i> <i>Friday, December 1st @ 4pm</i></p>	<p>Creating Effective Forms <i>Monday, September 25th @ 4pm</i> <i>Wednesday, October 25th @ 11am</i> <i>Monday November 13th @ 5pm</i></p>		
<p>Feedback and Discussion Sessions will be held the Third Friday of Every Month @1 pm in Genesee Hall Room 308.</p>			
<i>September 15th</i>	<i>October 20th</i>	<i>November 17th</i>	<i>December 15th</i>
<p>Join us as we take your feedback and discuss CCC policies, issues, and community.</p>			

ccc.rochester.edu

Jackson Court Fireplace Training Schedule

To reserve a spot at training, stop in the Jackson Court Area Office, 114 O'Brien Hall, Monday-Friday 9am-5pm or contact 585.276.4682 at least 1 day prior to the date of training.

Training Dates are all Fridays at 3:30pm:

September 1
September 8
September 22

October 13
October 20

To reserve, please visit online Virtual EMS. Only individuals with proper training will be allowed to make reservations for/use the Fireplace.

Hoyt Screen

Due to the large cinema screen undergoing replacement, we will be unable to show 35mm films in Hoyt Auditorium this semester. Cinelink and DVD screenings are still able to happen in this location

This publication is brought to you by Wilson Commons Student Activities: The Student Organization Insider is WCSA's monthly e-newsletter for student organization executive boards and advisors. The Student Organization Insider (SOI) is intended to keep student leaders informed on opportunities and updates from their areas of advisement: Students' Association, Athletics, the Interfaith Chapel, Fraternity and Sorority Affairs, Residential Life, Rochester Center for Community Leadership, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the Weekly Buzz or Weekend Highlights, and it will not be used to advertise student organization events. Instead, this newsletter is a unique and specialized publication with information and opportunities that are relevant to you as student leaders!