

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 Life. 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 Life 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.

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.

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.

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.

Dean of Students Office, 306 Steele Hall, 315-443-4357

The Dean of Students Office 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 Dean of Students Office 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. The associate vice president and dean of students oversees the Counseling Center, The Office of Judicial Affairs, the Office of Off-Campus Student Services, the Office of Orientation and Transitions Services, The Office of Prevention Services (Substance Abuse Prevention and Health Enhancement Program and University Rape: Advocacy, Prevention and Education Center), and the Office of Student Life.

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, 126 Schine Student Center, 315-443-3739

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. GSO also sponsors such events as an orientation social, a speaker series, seminars, and academic projects.

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 Off-Campus Student Services, 754 Ostrom Avenue, 315-443-5489

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.

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).

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.

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.

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.

Substance Abuse Prevention and Health Enhancement Program, 111 Waverly Avenue, Room 001, 315-443-4234

The S.A.P.H.E. program, part of the Office of Prevention Services, provides health education programming, multimedia resources, and short-term substance abuse counseling and intervention services for students.

S.A.P.H.E. addresses student life and social development issues focusing on alcohol and other drug prevention and education. Its philosophy is your body, your mind, your choice...choose wisely.

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.