

2021

MSOE Student Organization Handbook

MSOE CAMPUS LIFE
STUDENT ORGANIZATION POLICIES AND
RESOURCES

MILWAUKEE SCHOOL OF ENGINEERING | Updated August 2021

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Introduction to Campus Life & Student Organizations

MSOE Campus Life staff serves as a resource for student leaders, programming boards and over 80 registered student organizations through advising, leadership development and organizational support resources. Participation in campus traditions, serving as a leader of a student organization, and discovering your passions through your involvement are just a few of many ways MSOE students shape their campus experience.

Code of Conduct

All students are members of several communities — country, state, city and campus. As such, each student is subject to the conduct codes prescribed by each of these communities. Concurrently, both the university and civil authorities have jurisdiction in any violation of law occurring on property owned and controlled by MSOE.

As an academic community, MSOE has a vested interest in both the safety and well-being of members of this community, and the perpetuation of an educational environment that reflects the high caliber of men and women this institution is proud to have joined its alumni ranks. The intention of this code is to maintain and promote the educational mission of MSOE. The Student Conduct Code specifies the minimum level of conduct expected of every MSOE student. The policies and procedures given are those that students, faculty and administration at the university have agreed upon to further the educational mission of the university and to assist all students in the pursuit of their educational and personal development.

A student voluntarily joining any university community assumes the obligation of abiding by the standards that it has instituted relevant to its mission, processes, functions and goals. Ultimate responsibility and authority in matters of student conduct reside with the president of MSOE, who has delegated immediate responsibility and authority for student conduct to the Dean of Students, assisted by Student Affairs staff. MSOE, through the office of the Dean of Students, reserves the exclusive authority to impose sanctions for behavior that violates this code, and/or to sever the student from membership in the academic community. Those charged with the enforcement of this code will at all times endeavor to observe the due process system so that each student is heard in a just and consistent manner.

The provisions of the Student Conduct Code are not to be regarded as contractual covenants between the university and the student. The university reserves the right to change procedures contained herein at any time within the student's term of enrollment or residence, with communication of said changes being given to the members of the campus community. In the event that there arises some ambiguity, inconsistency or need for clarification on student conduct procedures or any portion thereof, such definition, interpretation or clarification shall be determined at the sole discretion of the Dean of Students, and his determination in such instances shall be final.

MSOE Student Code of Conduct:

<https://msoe.s3.amazonaws.com/files/resources/student-code-of-conduct-master.pdf>

MSOE Policies and Procedures:

<https://www.msoe.edu/campus-experience/dean-of-students/msoe-student-handbook/>

Academic Requirements of Student Leaders

All full- and part-time undergraduate and graduate students are eligible for active membership in student organizations. A student with less than a 2.00 cumulative GPA may not hold officer-level responsibilities in any student organization or extracurricular activity, serve as a student representative on any institutional committee or represent the university as a member of any MSOE athletic team.

It is the student's responsibility to inform the organization of ineligibility and the organization's responsibility to inform the Campus Life staff. In addition, academic eligibility will be reviewed periodically by Campus Life, Registrar's Office, and the Athletic Department. In instances of dispute, the decision-making authority and responsibility rests with a respected department overseeing the area of concern.

Student Organization "Good Standing"

Registered Student Organizations who are in "good standing" are eligible for all Campus Life resources and University funding. To be considered "good standing," groups must:

- Register the student organization with Campus Life and meet all re-registration deadlines.
- Maintain a roster of currently enrolled MSOE student members and full executive board and officers.
- Complete required Campus Life forms in a timely manner.
- Attend and represent the Student Organization How To Series (At least one member from each organization will represent and share back the information to the organization).
- Use University funding in accordance with stated Campus Life policies and procedures and maintain fiscal responsibility.
- Attend and table at the Fall Student Organization Fair.

Greek Organizations Eligibility, Pledging and Membership Guidelines

- No student may be initiated until they earned 12 credit hours in one quarter as a full-time student.
- No student who has less than a 2.00 cumulative grade point average or who has an incomplete (which may result in having less than a 2.00 GPA) may be initiated until their record is clear.
- Students coming to MSOE with advanced standing may not be initiated until they have completed one quarter of work. However, junior and senior transfer students are allowed to be initiated into fraternities or sororities in their first quarter at MSOE, provided they have maintained a 2.00 cumulative GPA in course work at previous colleges and universities.
- To maintain active status in a fraternity or sorority, a student must have and maintain a cumulative GPA of at least 2.00. Fraternity or sorority members who drop below a 2.00 cumulative GPA automatically become inactive for the following quarter of their studies and remain inactive until they regain a 2.00 cumulative GPA.
- No initiation activities shall be held later than the ninth week of any quarter. The activities must not cause the student to miss any classes. Fraternities and sororities are responsible for notifying and inviting their respective faculty/staff advisor(s) to all pledging and initiation ceremonies. The Greek Council Advisor(s) should be notified of all such ceremonies.

Becoming a Registered Student Organization

Students interested in forming a new student organization are encouraged to do so. Student organizations must positively contribute and highlight the values and interests of the campus community. This [Guide to Becoming a Registered Student Organization](#) will elaborate more on the steps necessary to be approved and recognized by Campus Life and the MSOE community.

Selecting a Faculty/Staff Advisor

Each RSO is required to have an advisor who is a current faculty or staff member of MSOE. Organizations should identify their expectations of the advisor and share the goals of the organization with them. Advisors are not expected nor intended to assume leadership of the organization but are encouraged to work closely with officers and supply information and advice regarding organizational decision-making. Advisors are solely selected by the student organization and may be changed upon request of the student organization.

Expectations of the Advisor:

- Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
- The advisor is not formally deemed to be personally responsible for acts of the organization by reason of his/her service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice that will further the general welfare of its members.
- Act as a reference for general information regarding MSOE's policies and procedures.
- Provide information relevant to the group's needs, interests, activities and organization.
- Assist in the financial matters of the group.
- Act as a reference person in terms of the organization's history.
- Provide advice and guidance in the planning and implementation of the organization's activities.
- Ensure that the group files all required papers to re-register and maintain active status as a registered student organization.
- Encourage student and organization participation in University events.
- Be fully aware of liability issues (i.e. hazing, alcohol, etc.) and advise the organizations to make reasonable and prudent decisions regarding these issues in planning activities.

Constitution Reviews

Constitutions are reviewed upon a new student organization becoming a registered student organization, and on a yearly basis once a student organization is officially recognized by Campus Life as a student organization. All updated constitutions are submitted at the end of each academic year when a student organization re-registers for the upcoming academic year. It is the responsibility of the student organization to abide by and revise the constitution. Revisions must be consulted by Campus Life staff. Please see our [Constitution Examples Document](#) as a guide for your constitution.

Student Organization Rosters

As a registered student organization, it is expected that you maintain an active roster throughout the academic year. Rosters will be submitted during Week 8 of the Fall Term. An active roster should include first and last name of current MSOE students and their MSOE email addresses.

Elections

When planning the annual calendar for your organization, give thought to the election timeline for the organization's leaders and executive board. Elections often occur during early April, to give sufficient time to transition the new leadership. Be aware of election procedures in the organization's constitution, as many have detailed schedules of when to alert current membership on the election timeline process, and a listing of who is eligible to vote and participate. The organization advisor should be notified of the election and outcomes.

Officer Transitions

Leadership transition can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It's never too early to anticipate change in leadership. Too often, organization leaders dedicate themselves to successfully leading their groups for an academic year and at the end of their terms, leave the positions without making sure the incoming officers have the opportunity to be prepared for their new roles. When that happens, all the information regarding the previous year's lessons learned are not passed on to the incoming officers, thus slowing down their progress. [The Officer Transitions Guide](#) will help you effectively transition at the appropriate time.

Annual Student Organization Re-Registration

Annual student organization re-registration occurs in Spring of each year. Organizations that would like to maintain active status for the next calendar year are REQUIRED to complete the annual registration process. Campus Life will email the registration to all registered student organizations. Please make sure you designate a summer contact who will be responsible for checking emails and corresponding with Campus Life. Re-registration deadline is Friday of Week 8 of the Spring Term.

What if my organization has not held elections?

If your organization has not held elections or the incoming leadership is unknown, the current president should complete the form to the best of their ability to ensure active status for the organization in the next academic year. However, to foster a smooth officer transition process we recommend hosting elections during or prior to this time frame.

Effective Student Organization Meetings

Meetings are essential for having a successful student organization. Hosting frequent meetings helps keep members informed, prioritizes the needs and goals, and provides structure for your student organization. Determining a time and format that accommodates your members' schedules, setting a meeting agenda to stay on task, and publicizing appropriately are key things to keep in mind! See our [Effective Meetings Document](#) for more ideas on how to best utilize meetings as a student organization.

Recruiting and Retaining Members

Member Recruitment

Recruiting new members is crucial to ensuring the long-term success of a student organization. Successful recruiting depends on relationship building, marketing, and engagement. New Members bring new ideas, foster organizational growth, prevent member burn out, and take over leadership roles when you leave. People join organizations for many reasons. They want to get involved, meet people and make new friends, develop skills and have fun. Groups

need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan. Recruitment and Retention is the responsibility of every member of your organization! The more potential/new members engage and begin building relationships with members of the organization, the more likely they will be to join and continue being a part of the group. [Check out our guide on Membership Recruitment here.](#)

Member Retention

Find ways to keep members engaged and motivated to contribute to the growth of the group. Build a sense of community among members by hosting social activities that allow them to connect with one another. Be transparent and communicate appropriately with members, so they are aware of the latest happenings and understand decision making in the organization. One of the most effective ways of keeping members engaged and motivated is by delegating tasks to them and rewarding them for their accomplishments. Be sure to recognize members at meetings and show gratitude for their contributions.

Delegation

Learning how to delegate as a student leader is key to being a successful student organization. It is important to be able to envision goals for the organization and know how to leverage the strengths of your organization's members to accomplish them. Identifying unique talents and skills of your members, all while delegating tasks appropriately can increase efficiency and effectiveness of your student organization. Even if the role is small, the most the member feels their contribution is valuable, the more likely they are to stay involved. When you include other members into the planning, you increase engagement and investment to the organization.

Communication

Communication is key when working with a group of individuals. Maintaining clear communication, sending consistent messages, and determining which methods work best for communicating with your organization keep everyone on the same page. Using group message platforms like Microsoft Teams, Discord, and GroupMe, are ways to stay connected in quick ways. Determining if meetings are necessary to be held in person or virtual to best accommodate everyone and their schedules is another thing to consider. Keeping meeting minutes and recording virtual meetings to be sent out to the group also keep everyone in the know about current topics and future events. Don't hesitate to ask your members how they prefer to be communicated with!

Goal Setting

An organization without goals has no direction to move it forward. Members in an organization without well-defined goals often have little commitment to the organization. Goals get people involved, motivate them to work on tasks, and give them a sense of accomplishment when they are realized. The biggest thing to remember is that a goal without a plan to achieve that goal is the same as having no goal at all. [Click here for a Guide to Goal Setting.](#)

Registered Student Organization Event Policies

1. Registered student organizations may reserve areas on campus for putting on events. Events may include organization sponsored activities, marketing and promotion purposes, fundraising, and special displays related to the organization. **Students must complete the checklist on the [Event Submission Form](#) prior to submitting an event to Campus Life.**
2. Student organizations that are hosting an event must have members present for the entire set up, take down, and duration of the event. All student organizations are responsible for cleaning and resetting the space to the original layout, including wiping down common spaces, and removing all garbage items to the appropriate spaces. Additional charges for space, equipment, custodial and facilities resources, or parking may apply to any reservation.
3. University guidelines and Campus Life safety measures should be adhered to at all times. All students are members of several communities — country, state, city, and campus. As such, each student is subject to the conduct codes prescribed by each of these communities. Concurrently, both the university and civil authorities have jurisdiction in any violation of law occurring on property owned and controlled by MSOE. The University has the authority to cancel any events that do not comply with current safety guidelines.
4. **All events, tabling, and displays must be reserved on [25Live](#), MSOE’s reservation database. Requests for locations must be made at least one week prior to the event to allow for proper planning and notification. In addition to room reservations, all registered student organization events occurring on or off campus must be submitted to Campus Life using the [Event Submission Form](#) found under the Campus Life tab on [my.msos.edu](#). For more information on reserving space on campus, please see the [Guide to 25Live](#).**
5. Special needs or requests for a room reservation (such as room setups, audio-visual items, parking, etc.) must be arranged through the proper departments designated on 25Live and are the responsibility of the person or group reserving the room to work with Campus Life on such needs. Charges for space, equipment or parking may apply to any room reservation. Please be aware that room reservations can be cancelled or changed at any time as determined by Campus Facilities, Campus Life, and the Dean of Students Office.
6. Failure to adhere to these standards may result in loss of recognition as MSOE Registered Student Organization and further conduct violations.

Event Planning

Registered Student Organizations planning an activity, project, or fundraiser on university facilities **[must complete and submit an Event Submission Form](#)** to Campus Life after completing the checklist addressed in the form. For helpful tips on planning an event, please see the guide here.

For more information on planning activities, check out our [Guide to Planning a Successful Program](#).

Outdoor Event

If your organization is planning an outdoor event, there are a number of factors to consider. A rain/snow/cold weather site should be reserved in case of inclement weather. If your organization is planning to have an outdoor event that may generate noise, you should contact Campus Life to submit approval for a noise variance with the City of Milwaukee. It is recommended that noise variances should be submitted at least four weeks in advance to the event.

Collaborative Programming

Student organizations are encouraged to work together and with other university entities to create programs and activities for the campus community. Collaborative programming involves two or more organizations who share ideas, workload, and financial responsibility for an event. It is recommended during early planning stages that all organizations collaborating agree what group is responsible for each task, how much each group is contributing (financial and human resources) to the event, and how best to execute the event.

Large Event and Dance Planning

Large events are identified as those that involve high profile guests, high attendance projections, or many off-campus participants. Meetings with key stakeholders can be arranged through Campus Life, which will also work directly with you on the planning, promotion, and execution. Arrangements need to be made for meeting space, meals, evening activities, and lodging accommodations as necessary. Prior to beginning the planning process, the organization should meet with Campus Life staff at least one month prior to the event.

Publicizing a Film On-Campus

An organization planning to show a film will need to provide proof that the “rights” to show the film have been obtained. Ownership or rental of a movie does not entitle the owner or renter to show the film. Licenses to show films can be organized with the assistance of Campus Life and their vendors. Consider activating subtitles/closed captioning to make your event more accessible.

If you are showing movies publicly, your organization will need to secure the public performance rights to the movie. A showing is public if it is open and advertised to a larger group of people. A showing is private if it is being shown to a small group of friends in your room or other private location. Public showing rights are anywhere between \$100 and \$750 based on how new and popular the movie is. Mainstream movies generally cost \$350 for movies that have been on the market for more than one year and \$750 if they are newer.

Blood Drives

Student organizations can sponsor blood drives on campus throughout the academic year and will need to work with Health Services to plan and organize the event prior to booking out an organization to facilitate drive and booking space on campus.

Van Training, Certification, and Reservations

Students with a regular (non-probationary) driver’s license may be certified to drive the MSOE Athletic Vans. The certification includes a written test and a 1-hour on-the-road test. Classes and driving sessions may be scheduled with Billy Fyfe (fyfe@msoe.edu). An authorization form must be signed by an advisor or coach, and a photocopy of the front and back of your driver’s license is required. Human Resources will then review your driving history and either approve or deny your van certification. Individuals are not permitted to drive university-owned or university-leased vehicles until they receive clearance to do so from the proper office. Contact Chuck Stollenwerk

(stollenwerk@msoe.edu) to reserve athletic vans for events requiring transportation. These reservations are subject to the athletics schedule and may not always be available. Only a certified driver may reserve and drive the vans.

[A/V Equipment Rental](#)

Requesting equipment is not a guarantee and must be made at least one week in advance. Because there are limited amounts of equipment, student organizations are encouraged to submit requests as early as possible. A/V also has student staff that can be requested for events and technical support.

[Catering and Dining Services](#)

Because of MSOE's contract with American Dining Creations (ADC), all food or catering requests must use the University catering provider. Orders must be submitted 2 weeks in advance of the event. If you are hosting an event with food costs that will not exceed \$200, Campus Life may grant you an exemption from the policy. For more information, see [MSOE's Catering and Food Service Policy](#) or email Jason Goldschmidt for General Management and Jackie Anderson (janderson@afvusa.com) for Catering Services.

All catering requests must be made on the [MSOE Catering Portal](#) and after submitting a room reservation. When arriving on the portal, hover mouse over catering at the top of the screen and select additional services.

When placing an order with ADC, please make sure you include and consider the following:

- Reservation Number (found on 25Live event reservation)
- Your budget for food costs
- Date, Start and End Time, and Location of Event
- Name of Event
- Number of Attendees
- Your Contact Name
- Name of Person Purchasing (Person who will provide account number to be billed)
- Items looking to cater
- Any Dietary Restrictions/Options to be included

[Click Here for ADC's Catering Menu](#)

Outside Food Vendors/Catering

All requests for outside catering must be submitted to ADC for review and approval.

[MSOE Recognized Travel](#)

MSOE Recognized Travel "MSOE Recognized Travel" is any trip from MSOE that meets any of the following criteria: MSOE money or support is used to pay for or aid any aspect of the trip (ex. transportation, food, hotels, conference fees, etc.); and/or any student or students traveling in the name of MSOE as a part of an academic program, class, service event, student organization, or any other recognized activity where the group traveling is presenting itself as a representative of MSOE. Travel request documents may be found under the Campus Life tab on my.msoe.edu.

Student Organization Funding

Campus Life provides funds to student organizations for events, activities, promotion, and special projects. Funds provided should foster student engagement, campus pride, and leadership development. Registered student orgs can submit one (1) funding request per term. Requirements and funding process are outlined below.

Student orgs should reference the Student Org Handbook for more org policies and protocols.

Eligibility for Funding

To be eligible for funding, student orgs must be registered with Campus Life, attend mandatory training sessions, and have all org documents turned in.

Funding Requests Limitations

Total funding from Campus Life may not exceed \$2,000 per request.

Funding can only be used for the events occurring during the term in which it was awarded (i.e. funding awarded during fall term cannot be used for events occurring in winter term).

Incomplete, vague, or poorly timed funding requests will not be accepted.

Please note the MSOE Catering policy indicates that food costs which will not exceed \$200 may be granted permission from Campus Life to be exempt from using MSOE Catering.

Budget Category	Fundable	Non Fundable
Marketing/Advertising/Printing	Materials used to advertise events, announce meetings Stickers or pins used to promote org (<i>may not exceed 150</i>)	Student org merchandise including but not limited to t-shirts, sweatshirts, table covers, large collapsible signage, etc.
Food/Beverage/Tobacco	Food/snacks for events	Food for org meetings, recognition dinners for members of the org, alcohol, or tobacco
Entertainment/Speaker	DJ, artist, rental of licensed copy of film or other entertainment media	Rental costs for non-licensed copies of films
Consumable Supplies	Decorations, flowers, paper goods	Supplies not available for free through Campus Life or the university including but not limited to decorations, paper goods, utensils or cutlery
Travel/Transportation/Conferences	Determined on a case-by-case basis	

Process to Requests Funds

Follow the steps below to submit a funding request. Funding Request Forms are reviewed every Thursday at 9am (except for break weeks). Funding requests received after 9am on Thursday will be reviewed the following week. Individual submitting Funding Request Form will be notified of the funding decision.

1. Complete the [Funding Request Form](#).
2. At the bottom of the Funding Request form upload the Activity Outline and Funding Breakdown. Both forms can be found [here](#). Note, this is **one** document, but **two** sheets need to be completed.

The Funding Request Form must be received with the Activity Outline and Funding Breakdown. Funding Request will not be reviewed if all forms are not completed.

How to Use Funds

If funding is approved, Campus Life will notify you of purchasing methods.

Reimbursements forms should not be used unless approved through Campus Life.

Questions on funding, budget categories, or purchasing can be brought to Campus Life Drop-in Hours.

Campus Life Drop-in

Tuesdays	Wednesdays
1-3pm	4-6pm
CC-360	CC-360

Fundraising

All fundraising requests must be sent to both Campus Life (campuslife@msoe.edu) and Emily Kennedy (kennedye@msoe.edu).

Campus Life Resources

Campus Ambassadors

Campus Ambassadors are dedicated to advocating for student organizations and their members. The students who work in our office are responsible for approving new student organizations; registering existing student organizations on a yearly basis; providing, developing, and improving services and resources for student organizations; enforcing policies and procedures related to student organizations; and coordinating MSOE programs and traditions.

Campus Life Lounge (CC-356E)

Registered Student Organizations will have access to many resources provided through Campus Life and the Campus Life Lounge. Meeting spaces, supplies and materials, and staffing is available on a first come, first served basis. Student Organizations will be held responsible for any damaged items or materials not properly approved by Campus Life Staff.

Student Organization Conference Room (CC-361)

The Student Organization Conference Room can be used for outside programming put on by or directly impacting student organizations, with advance notice and in coordination with Campus Life staff. Any member on the roster of a registered and active student organization may use the space for student organization purposes.

MSOE Campus Life Storage (CC-362)

Storage is limited, but available for all registered student organizations. Campus Life Storage is located in CC-362. Storage spaces are property of Campus Life and should not be modified, decorated, or altered. These spaces are meant for storage of official student organization business and should not be used as group members' personal storage location or to store materials which are illegal or against campus or building policy. Things that cannot be stored on campus are personal belongings, food, garbage, items that are not used for regular programming throughout the year, and excessive bulk items. Campus Life reserves the right to access student organization storage areas at any time.

Registered Student Organization Mail and Packages

Campus Life will accept mail and packages on behalf of organizations. Campus Life will hold on to items for one week. Items that are not picked up at the Campus Life Lounge will become the property of Campus Life.

The mailing address instructions are below:

STUDENT ORGANIZATION NAME
MSOE CAMPUS LIFE
1000 North Market Street
Milwaukee, WI 53202

Publicity and Marketing

MSOE Trademarks and Logo

The use of the MSOE marks, logos and/or seal must conform to the [MSOE Brand Manual](#). The university's seal is restricted to official, formal, or commemorative use. The use of MSOE marks, logos, or trademarks must be approved by MSOE Marketing and Communications services. For information on the approval process, contact Campus Life. Use of the MSOE Athletic logos are managed and approved by the Athletics Department.

Tabling

Student organizations may reserve areas for tabling in the MSOE Dining Commons may be made by a current officer of a student organization by submitting a request on 25Live under the room selection of CC Sales table 1-5.

Posters and Printing

MSOE Campus Life has a color printer that can be used by registered student organizations for events. The organization may request the following for printing and poster requests:

- 8 ½ x 11in posters for the Campus Center, Diercks Hall, Library, Science Building, and Residence Halls (maximum of 20 smaller posters printed in color for on-campus buildings, 30 will be printed to cover the residence halls)

- 24 x 36 sized posters for wall displays.
- 36 x 48 sized posters for Dining Commons Balcony Display

Campus Life will do all printing of posters. Campus Life Staff will notify organizations when posters are approved and ready for pick up in the Campus Life Lounge. Student Organizations are responsible for hanging up posters in appropriate areas. Posters in the residence halls must be brought to the front desk of each residence hall for distribution. All posters for events must be taken down by the organization at least 24 hours after an event (with the exception of the end of the day Monday if the event occurs on a weekend). Posters can be uploaded on the event submission form found on my.msos.edu.

Additional Promotion

All registered student organizations will be featured on the MSOE website under the Student Organizations tabs. Your organization's name and brief summary will be listed under the appropriate categories.

If you are looking for more publicity, Campus Life can provide additional resources to promote your event. The Raider Review is sent out via email every Monday Afternoon which has spaces for students to learn about upcoming events in the week. MSOE_Engage (Campus Life's Instagram Account) can also promote events to followers.

Chalking and MSOE Spirit Rock Painting

Chalking may only be used to promote student organization activities or events. Chalking may only occur on concrete or exterior sidewalks and is prohibited on building exteriors, under overhangs, on benches or other surfaces intended for sitting, and within 10 feet of any building entrance. Only water-soluble stick-chalk may be used. MSOE may erase without notice any chalking messages that do not comply with policies and regulations. Student organizations may be charged for the removal of non-compliant chalking messages.

Painting of the MSOE Spirit Rock must be notified to Campus Life. Only water-based, latex paint should be used to decorate the rock. Anything inappropriate painted on the rock or in a direct violation of the Code of Conduct and MSOE Policies and Procedures will be sanctioned appropriately through the Dean of Students Office and Campus Life.