

Welcome Back Advisors!

Student Organization Advisors,

Welcome back to another great semester! There have been a lot of changes and new faces in the Student Center since last year, so please take a moment to familiarize yourself with those things. And, as always, please let me know if I can assist you in advising your organizations in any way!

- Jen

E-Board Registration

REMINDER: There Are Still Several Groups That Have Not Registered! Please Encourage Members To Do This If They Have Not Already Done So!

All Student Organizations MUST register their E-Board Members within the first two weeks of classes. It is important we receive this information as soon as possible so we can stay in touch with you in an effective manner. The registration link can be found at the following webpage.

<http://www.keene.edu/young/sa/>

Admin. Office Support

Over the past few months we have revised the support services in the Student Center Administrative Office and may be able to assist you with your request in the front office area. We are requesting that all students and advisors check-in with the office staff in the reception area for assistance.

Scheduling Requests

HARD COPY SCHEDULING FORMS ARE NO LONGER AVAILABLE

The Student Center has implemented an online Scheduling Request Form. This will allow you to submit your scheduling requests immediately to the scheduling office. As soon as the organization's request has been processed, as an advisor you will receive an e-mail confirmation or a communication that your request is unavailable.

The link below will direct you to the form

<http://tinyurl.com/ksc-scheduling-request-form>

Financial Processes

UPDATE:

We have streamlined financial processes over the past few months and request that all Student Organization Treasurers schedule a meeting with the appropriate Student Center staff member (Deb Edwards or Andrew Wood) within the first two weeks of the semester. Please encourage your treasurer to do so if this has not already occurred.

Deb Edwards – Big Brothers / Big Sisters, Habitat for Humanity, Circle K, College for Every Student, Social Activities Council, the Interfraternity Council, Panhellenic Council and the Order of Omega Honor Society

Andrew Wood – all other student clubs and organizations

New Staff Members

William Howell joined Keene State College on July 29th, as the Scheduling Coordinator in the Student Center. Will graduated with a BA in Theatre, Dance & Film from Keene State College in 2003. For the past 5 years he worked in the Dean of Students Office at Harvard Law School with student organizations, journals and major events. He is thrilled to be back in New Hampshire at KSC and looks forward to working with all of you.

Andrew Wood joined the Student Center staff as the Sr. Business Services Assistant on April 25th. Previously he worked as the Business Services Assistant in the KSC Bursars office assisting students with financial services relating to tuition, housing and student fees. Andrew graduated from KSC in 2006 with a BA in Communications. Andrew spends his free time raising and showing horses.

Please join us in welcoming Will and Andrew to the Student Center and stop by to introduce yourself! As always, please don't hesitate to contact us with questions at any time.

Advisor Training

Every semester, the Student Center offers all student organization advisors supplemental training. The intent is to provide you, the advisor, the most current, up-to-date, and relevant information. More sessions will be scheduled as the semester progresses.

1st Session of the Semester

NEW ADVISOR/REFRESHER SESSION

If you are a new advisor or are looking to re-familiarize yourself with policies and procedures that relate to our student organizations as well as the resources available to advisors, this session is for you!

Tuesday, October 11th

12:00 pm – 1:00 pm

Student Center, Room 309

Lunch will be provided

Please RSVP to Jen Ferrell

jferrell1@keene.edu

by October 7th

More Sessions to Come!