

Frequently Asked Questions for the Student Involvement and Leadership Office

General:

Q: What does your office do?

A: Our office is staffed by Laura Crandall who is the director and Sarah Houck who is the coordinator. We oversee all of orientation both Fall and Spring semesters, the campus-wide events and programs sponsored by our office or USA, Family and Friends Fall Website, Insomniacs, O.A.C., student clubs, leadership programs, general student initiatives, and organization of graduation ceremonies for Fall and Spring semesters.

Q: Where are you located?

A: We are located on the first floor of Bray Hall in office 110.

Student Life:

Q: What types of traditional campus-wide events happen at ESF?

A: USA hosts several types of events including Morning Munches, Thank Goodness It's Friday parties, December Soiree, Spring Banquet, Insomniacs and Earth Week. Friday late night programming takes place through the Insomniacs program. If you would like to join USA please see staff in SI&L in 110 Bray Hall.

Q: What is the best way to learn more about what is going on around campus and be an active and involved student at ESF?

A: Join the Undergraduate Student Association (USA), which is the student government. USA oversees the student activities money and disperses it out to the different student organizations and campus-wide events. If you would like to be involved in a general group that plans a lot of great activities, you should also consider joining Oakies Activity Council. Also, there are many different mechanisms between emails, flyers, social media, electronic displays, the Knothole, Oakies Opps and word of mouth. The important thing is to be utilizing all of these strategies so you know what is going on!

Q: How do I join a student organization at ESF and at SU?

A: To join one of the 37 student organizations at ESF, you can visit the website for a [list of student organizations at ESF](#). You can also speak to SI&L staff in 110 Bray Hall or attend a Student Association (USA) meeting for more details. We also offer a welcome back Student Involvement Fair during the first few weeks of classes.

Q: What are recognized student organizations able to do?

A: Student organizations are given a budget through USA should they request funding in the previous Spring semester. The budget can be used to purchase items that relate to the organization's mission and goals. Being an organization also allows you to reserve campus rooms, host TGs or Insomniacs programs, advertise events, and participate in the Student Involvement Fairs. Student organizations are also allowed to use ESF Vehicles for field trips, service projects, or educational purposes.

Q: How do I get to use the different services that a student organization can benefit from?

A: Items such as bring reimbursed, reserving a vehicle, approval to drive a vehicle, and reserving tables on campus can all be done in 110 Bray Hall. We have a variety of student organization forms located right in 110 Bray Hall along with a "How-To" binder that explains how all the different forms work.

Q: How do I start a new student organization?

A: In order to start the process, you must first research if a similar club exists at SU or ESF. Second, you must find several interested students in the new club idea as well. Once you have some interested members and a general idea on how you would like to proceed, you should schedule a meeting with the staff in SI&L in 110 Bray Hall to get her approval. Once that step is complete, you must write a Constitution and Bylaws which you can find

samples in online [here](#). Your last step is to present your club to USA along with a list of officers and a club advisor. We will talk with you about this process more at your initial meeting with Laura.

Q: What are the requirements to be an officer in a student organization?

A: You must have at least a 2.2 GPA and a 2.5 GPA if you are to be president, as it is very important to focus first on your academics. You must also be in good judicial standing. You or a member of your organization must also attend at least three USA meetings per semester.

Orientation:

Q: What typically happens at your Orientation program?

A: Orientation is hosted right before the start of classes both for Fall and Spring semester. We typically have general introductions to ESF, small group meetings with an OL, social programming, academic meetings and schedule adjustment time, and more! For a sample schedule, visit [the Orientation website](#).

Q: Is Orientation mandatory?

A: Since you cannot receive your class schedule until you arrive at Orientation, most people do attend orientation. We highly recommend Orientation for everyone as we go over a lot of great resources that are available to you as an ESF student.

Q: How do I become an Orientation Leader (OL)?

A: OLs are selected in the Spring Semester by the co-Head OLs. Applications are typically available by the end of December. There will be a group interview process and then there will be an individual interview. Final decisions are made in late spring.

Q: Do we offer a parents orientation program?

A: Yes, we offer some parent sessions at both orientation programs. They are completely optional but we recommend that you come to learn more about the variety of resources and services available to your student. We will also have an Alumni and Family Fall Weekend in October that is for parents and families, students, alumni, and friends. More details are listed online at [the Alumni and Family Fall Weekend website](#).

Graduation:

Q: When is the graduation ceremony?

A: The December Commencement ceremony is always the Friday of the last week of classes at SU's Hendricks Chapel. It is a small but intimate ceremony for our December graduates. We have a larger ceremony for August, December and May graduates held the Saturday after finals are over in May. We typically host this event at the SRC Arena on OCC's campus. In May we also offer a Commencement with Syracuse University hosted the following Sunday at the Carrier Dome. More details are mailed out a few months before graduation to the graduates and their families.

Q: What do I need to do in order to graduate?

A: You must first return the Application to Graduation Form to the Registrar's Office by the posted deadline. You will also need to order a cap and gown through Syracuse University. We will also host a Graduation Rehearsal and Champagne Toast with the Alumni Association. We will provide exact details and deadlines in the Graduation mailing but details will also be posted online at [at the Graduation/Commencement website](#).

Q: Is there a limit on the number of guests I can bring?

A: Typically we do not limit guests.

Q: Do you offer handicap parking or other accommodations?

A: Yes, please contact us no later than 2 weeks prior to the event so we can arrange this accommodates for you or your guest(s) at 315-470-6658.