Chapter 6: Operations

Copy Services

The Print Shop serves the University’s duplication and printing needs. All materials to be duplicated must be camera-ready. Student Organization’s should use their restricted account numbers to cover duplication charges. Each organization should designate which officer or officers will be permitted to authorize payment of duplication charges for the organization.

For limited quantities of duplications, coin-operated copy machines are located in the Sister Elizabeth Anne Sueltenfuss Library.

Due to close deadlines, large quantities, or special service requirements, the Print Shop may be unable to fulfill certain duplication requests. In such cases, organization’s will need to make arrangements with off-campus copying services. Organizations should make arrangements to pay for such services by using either a “Petty Cash Voucher” or “Purchase Order.”

E-mail Accounts

Organizations may obtain e-mail accounts by application on the LITS Webpage. E-mail accounts are free of charge and will remain active for the duration of the organization’s recognition at the University. Organization’s experiencing difficulties with changing their passwords and organizations that have forgotten their passwords should visit the Institutional Technology Services Help Desk Office, for assistance. Refer to the “Statement on Acceptable Use of University Computing Resources” section for additional information.

E-mail Account Guidelines

Every member, officer, and advisor who uses the account is responsible for ensuring it is used in a responsible and productive manner.

- Individual members, officers, and advisors do not have privacy rights in any matter created, received, or sent via the organization’s e-mail account. The organization reserves the right to monitor and access any message created, received, or sent from its account.

- Creating, sending, or forwarding messages that are offensive, intimidating, or hostile on the basis of race, color, religion, gender, national origin, age, physical ability, sexual orientation, veteran status, or any other protected status is grounds for disciplinary action, including loss of recognition. The same prohibition applies to messages soliciting for personal business, religious, political, social, or other matters unrelated to the organization.

- E-mail account passwords must be disclosed to the advisor, as the advisor may need to access the e-mail account in an officer’s or member’s absence. To protect the security of the system for all users, officers and members should not disclose their password to anyone other than a designated officer or officers and the advisor.

- No messages may be transmitted under an assumed or obscured name.

Any individual who becomes aware of misuse of the organization’s e-mail account should notify the Director of Campus Activities/University Center.

Fax Services

The University Post Office offers fax service to the University community. Faxes may be sent and received by organizations for applicable fees using the organization’s restricted account number. Each organization should designate which officer or officers will be permitted to authorize payment of fax charges for the organization.

Mail Services

The University Post Office receives and distributes mail throughout the University’s San Antonio campus. Although the University Post Office is not part of the US Postal Service, some federal postal services such as postage stamp sales, parcel post, and certified, insured, and registered mail are available. Fax service is also offered. At the end of each semester, forwarding addresses should be left at the University Post Office.
**Incoming Mail**
All Student Organization mail should be addressed as follows:

Jane Smith, (Organization President)  
XYZ Club (Organization Name)  
C/O Office of (Department Name)  
411 SW 24th Street  
San Antonio, TX 78207-4689

Organization mailboxes are located in the SGA Office in the UWAC. Campus Activities Staff will place organization mail in the appropriate mailbox. Organization's should check their mailboxes weekly.

---

**Websites**

Organizations may obtain website domains by application in the Information Technology Services Office. Website domains are free of charge and will remain active for the duration of the organizations recognition at the University.

The University’s Web Manager reserves the right to limit organization storage space on the University’s server.

Student organization websites reside within and must remain within the University's domain. Once an organization creates or updates a website, the University’s Web Manager and the Director of Campus Activities/University Center, or a designate, retain the right to approve the site before it is published.

The University's Web Manager and the Director of Campus Activities/University Center retain the right to remove the entire site and any of its components from the University's web server without notice.

**Website Requirements**
The following features are required of all student organizations that maintain websites. These requirements must be displayed on the organization’s homepage:

1. The Student Organization name  
2. A link back to the Campus Activities Office’s applicable Student Organization webpage (“Academic Groups,” “Special Interest Groups,” “Honor Societies,” or “Chartered Organizations.”)  
3. The date of the website’s last update  
4. An information disclaimer

**Website Disclaimer**
Information published electronically by Student Organization’s national affiliations is not considered official University information. As such, the Student Organization's homepage must contain the following disclaimer:

Any views and opinions expressed in these pages are strictly those of the page’s author. The contents of these pages have neither been reviewed by nor approved by Our Lady of the Lake University and the University’s Board of Trustees.

Any Student Organization homepage not including the preceding disclaimer will be removed from the University's web server without notice.

**Website Guidelines**
Every member, officer, and advisor who creates or updates the organization’s website is responsible for ensuring it is used in a responsible and productive manner.

- All information on student organization websites must pertain to the student organization and its members. The website may have links to personal pages, but must not be a personal page. Server space is available for organizational pages, not for personal pages.
- Individual members, officers, and advisors do not have privacy rights in any matter created or posted on the student organization’s website.
- Creating or posting messages that are offensive, intimidating, or hostile on the basis of race, color, religion, gender, national origin, age, physical ability, sexual orientation, veteran status, or any other protected status is grounds for disciplinary action, including loss of recognition. The same prohibition applies to messages soliciting for personal business, religious, political, social, or other matters unrelated to the student organization.
- Passwords must be disclosed to the advisor, as the advisor may need to update the website in an officer’s or member’s absence. To protect the security of the server for all users, officers and members should not disclose their passwords to anyone other than a designated officer or officers and the advisor.
- The use of any University artwork (logos, seals, designs, maps, photographs of facilities and physical facilities) must be approved by the University’s Web Manager.
- All copyright laws must be abided. For information regarding copyright infringement, refer to the following website:
  http://lcweb.loc.gov/copyright
• Refer to the “Statement on Acceptable Use of University Computing Resources” section for additional information.

Any individual who becomes aware of misuse of the student organization’s website should notify the Director of Campus Activities/University Center. Student organizations in violation of these requirements and guidelines will be subject to sanction, including removal of the student organization’s website for a period to be determined by the Director of Campus Activities/University Center, or a designate. Student organizations will also jeopardize their official recognition.

Student Organization Resource Area

The student organization resource area is located in the (UWAC 107). UWAC 107 is shared with the Student Government Association. Resources are available on a first-come, first-served basis. Office hours of operation are typically Monday through Friday between 9:00 a.m. and 5:00 p.m.

The Office is equipped with the following resources:

• Eight lockable storage cabinets are available for RSO usage. Currently, this space is allocated on a yearly basis, first come, first serve.

• Mail slots available for receiving mail and distributing mail to other RSOs and CSOs.

• Student Organization paperwork to include forms such as finance office budget forms, fundraising project authorization, service project authorization, reserve fund petitions, and leadership award nomination.

• Butcher paper and poster paints are available for RSOs and CSOs.