

bisonPEDIA

a student operation guide | for students, by students



BI•SON•PE•DI•A (bi'sən pe'de ə), *n.*
 1. a Bucknell University student operations guide of how things work.
 2. everything you ever wanted to know about being a Bucknell student.
 3. a booklet giving information on the many aspects and subjects of Bucknell life.

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important DATES ●●●

2009

JANUARY

- 12** Graduate Late Registration/
Hold Clearance
- 12** Undergraduate Hold Clearance
- 14** Classes begin
- 20** Last day to enroll without
Dean's permission
- 27** Last day to drop/add

FEBRUARY

- 10** Last day for four-week withdrawal
with Dean's permission

MARCH

- 7-15** Spring Break
- 27-28** House Party Weekend
- 30** Fall Semester Registration begins
- 31** Last day for ten-week withdrawal
with Dean's permission

APRIL

- 4** Junior Open House
- 18** Admitted Students Day
- 24** Chrysalis Ball
- 25** Scholarship Day
- 28** Classes End
- 29** Reading Day
- 30** Final Exams begin

MAY

- 1-7** Final Exams continue
- 17** Commencement
- 28-31** Reunion

•••getting INVOLVED•••

CLUBS

RECOGNITION

Is student group membership open only to undergraduate students?

Yes, student organizations are funded via the Student Activity Fee paid by the undergraduate students each semester. Thus, student organization membership is open only to undergraduate students and not graduate students, faculty, staff or members of the Bucknell community.

My group has been recognized by BSG for a long time! Do I still need to complete a new recognition form each year?

Yes, each fall semester — by the end of September — each and every student organization is required to re-recognize their organization with BSG. Any funding approved in the spring budgeting process will not be released to your organization until the re-recognition process has been completed.

If you would like to start a new club, the procedure is similar to that of re-recognition. Submit a Recognition form, constitution, budget, and membership list to the BSG Vice President of

Operations. Budgets do not need to be submitted until after recognition, as clubs only receive \$65 for the first semester of recognition.

My group just received recognition in the spring semester. Do I still need to complete another recognition form this fall?

Yes, officers change for various reasons, and this is BSG's only method of knowing your current officers/advisers. This enables BSG, other student organizations, or departments to get vital information to the correct people.

Where can I find a Recognition Form?

The recognition process is now done electronically. You will need to go to organizations on netSPACE, BSG finance, public, BSG Recognition Forms folder. You will find a sample recognition form as well as the one you will need to complete and then e-mail to vmooore@bucknell.edu. In addition, if you do not have a current copy of your club's constitution/bylaws in your club folder, you will need to send an updated copy to vmooore@bucknell.edu as well.

OFFICERS

Can the president also act as treasurer?

Yes, but only if the treasurer steps down, and only until a replacement can be chosen. It is to everyone's benefit in your organization to have as many people involved as possible. Each of these positions is unique in its own right, and both have a lot of responsibilities. It is to the organization's benefit to have a separate president and treasurer.

Do we need an adviser and how involved should he/she be?

First, yes you need an adviser to become recognized. Your adviser must sign the BSG Recognition Form before recognition will be confirmed. Second, it is beneficial for your adviser to be involved with your group. Advisers have a number of duties and functions they are normally called upon to perform, such as teaching or coaching; consulting with student leaders on programs, activities, and events; providing continuity and general knowledge of the University; counseling and advising individual students on co-curricular concerns; interpreting policies and procedures; requesting contracts from performers, etc.

If our organization has an officer change, who do I contact?

You can contact the CAP Center, ELC 306, at any time to notify them of an officer/adviser change. Also, at the beginning of the spring semester, the president of your organization will receive a letter from the CAP Center requesting your officer information for the spring semester. Even if your officers do not change, you should return this form to the CAP Center, so that

they can keep the student organization list up to date.

FINANCIAL MATTERS

How do I prepare a budget?

1. Have a meeting with your organization to determine the types of activities that the group wants to participate in next year.

2. Determine the cost of the activities that the group wants to do next year. Actual costs are best, but a rough estimate is okay at the current time. Use the costs that you incurred this year as a guideline. If your organization does not receive the funding because they need more information, you can always go to the Appropriations Committee with more information.

3. Use the Appropriations Guidelines to determine how much funding is available to your group for the activities permitted in your category of recognition. (*See Recognition Categories & Permitted Funding.*) It is important to remember that if you are having an event that requires setup, tear down, and clean up, that there will be charges from Facilities that you should include in your budget request.

4. Determine the club needs for an operating budget for such things as photocopies, phone calls and stamps.

5. Determine how the group is going to fund events or activities which may cost more than the Appropriations Committee guidelines permit and include that in the request.

6. Submit on the appropriate forms an accurate list of members and officers. This is for BSG to use when determining the amount of funding for special dinners or picnics.

7. Submit one copy of the organization's constitution and by-laws.

8. When bringing a speaker or holding an event, state who will be invited to the event. The committee is looking for events which will be open to the entire campus.

9. An organization may receive funds for co-sponsorship of an event if the event is open to the entire campus community. The co-sponsoring organizations must petition simultaneously before the appropriations committee. Funding will be limited to the total sum of funding available to each organization under campus-wide programming guidelines.

10. Be VERY descriptive of what the activity entails when proposing it to the committee. The more descriptive the request, the less questions that the committee will have regarding the activity.

11. Use the format provided to prepare your budget. Remember, your budgets must be submitted for fall programming and spring programming. To find the budget template to organizations on netspace; BSG-finance; public; templates, 08-09 Budget Form (Excel template). At the bottom of the budget template you will find How to Prepare A Budget Cont'd, the Cover Letter, Officer List, Equipment Roster, Budget and Suggestions. You can click on each of these links to provide the necessary information being requested. In the Suggestions link you can provide all the supporting document information you want to provide. Be as specific and concise as possible. Vague information will not be approved—BSG is looking for specifics.

12. All budget materials MUST be submitted to the BSG Office (ELC 306) at the deadline established at the Treasurer's Workshop in February of each year. In addition a copy must be submitted electronically to BSG's drop box.

All necessary paperwork must be turned into the CAP Center to avoid a budget reduction or a freeze on your account.

13. Once your budget has been approved, you will be given a BSG account number, if your club does not already have one. BSG will transfer your funds into this account. To access your funds you will need to follow the check signing procedures as outlined in this section. You can pick up a check book and check request forms from the CAP Center. If your organization will be collecting dues, receiving donations, or conducting fundraisers, a dual account should be requested of BSG. If deemed necessary by BSG, a dual account number will be issued to you. Your BSG account number will begin with 89 and followed by four more numbers. Your dual account number will begin with 899 and be followed by three more numbers. Should you have deposits to make into either of your accounts, take the deposit to the Cashier's Office in Marts Hall and bring the deposit slip back to the CAP Center so that we know the money has been deposited.

If you do not attend the Treasurer's Workshop, BSG will not provide funding to your organization in the fall.

Please remember—budgets not turned in on time will be decreased by 25%.

What is the appropriations procedure?

A. Appropriations Forms

To request funding the appropriate forms must be completed, which are found online at organizations on netspace, bsg-finance, public, templates. Office hours are posted beside the office door (ELC 306) and under the student organizations' section of the Bucknell home page. There are four different forms, depending upon the type of request. They are as follows:

- Initial Request form
- Additional Request form
- Appeals form
- Reallocation form

B. Budget Preparation

In order for budget requests to be processed, the following criteria must be met by the organization in submitting its budget. All requests must be:

- Itemized
- Typed
- Signed by the appropriate personnel:
 1. Chief Officer or Contact Person
 2. Treasurer
 3. Adviser (mandatory for review)
- All deadlines must be met and budgets submitted to the BSG Office. *Failure to meet the aforementioned requirements will result in delaying the budget hearing until the requirements are met.*

C. Initial Appropriations

This is the first funding request made by each organization. Newly recognized organizations may apply for initial appropriations within two weeks of recognition. See the budget template at organizations on netspace, BSG-finance; public; templates, 08-09 Budget Form (Excel template). At the bottom of the budget template you will find the Cover Letter, Officer List, Equipment Roster, Budget and Suggestions. You can click on each of these links to provide the necessary information being requested. In addition, please submit as much supporting information as possible. Be as specific and concise as possible.

Budget Hearing: At the scheduled budget hearing for an initial budget, additional appropriations, re-allocation of funds over \$100 or co-sponsorship requests, a delegate of the organization must appear. *Failure to do so will result in tabling the budget request.* It is in the best interest of the organization to send the treasurer, president, adviser or a representative who is familiar with the budget. *If information is not submitted on time, the Appropriations Committee*

Appropriations procedure (cont.)

reserves the right to not hear the organization. Collectively, the AC and the organization delegate(s) will review the budget.

1. Collectively, the AC and the organization delegate(s) will review the budget.
2. A question and answer period will ensue. Prior to the hearing the AC reviews the budget, investigates discrepancies and prepares questions.
3. When no further questions remain to be answered, the organization delegate will be asked to leave. Based on the information presented by the organization, the AC will either make a decision or table the budget and investigate questions further.
4. Notification of the request results will not exceed one week except for spring appropriations.
5. The approved funds will be transferred to the organization's BSG account. Initial Appropriations requests for fall semester will be transferred early fall *after recognition forms have been received*. Initial Appropriations requests for spring semester will be transferred early spring semester. Appropriations will only be transferred if the accounts are not overspent/frozen and if the yearly recognition form is handed in and approved.

Transfer of Funds: The appropriated money will be transferred within one week of the decision. Money may be spent only on budgeted items. Failure to comply with these regulations may result in sanctions against the organization.

1. Money will not be transferred if a club is in debt.
 - The debt must be paid off by the organization at the University Finance Office.
 - Official notification must be transmitted from the University's Finance Office and the CAP Center to the BSG Office through documentation procured from the Cashier's Office.

D. Spring Appropriations

1. The majority of AC funding is distributed at this time. It is a process involving all AC members that typically occurs between February and May. Times will be established by the BSG Vice President for Finance.
2. The budget must be by semester (fall and spring), with both semester budgets due in the spring before the next academic year begins.
3. Two copies of the budget will be submitted to the BSG Vice President for Finance by the specified deadline as well as submitting the budget online to the BSG-finance\public\drop_box.
4. Within one month after submission of the budget, the organization will be notified of the outcome. A copy of the budget will be placed in the BSG-finance\public\2008-2009club folders.

5. The Vice President for Finance will establish a due date and what is due. All late budgets will be reviewed using the same guidelines as budgets received on time. *After the review, a 25% penalty will be deducted from the budget.*

Spring Appropriations Appeals: After an organization has been notified of its budget status, it may appeal any decision within one week of the hearing date. This includes initial appropriations, additional allocations and reallocations. Sign up for a time slot in the CAP Center, ELC 306 or e-mail the BSG VP of Finance. In addition, e-mail a completed copy of Form E to BSG VP of Finance and then bring eight copies of Form E and your supplemental information to the CAP Center by Noon on the Monday before the hearing.

1. The appeal must be typed and received by the BSG Vice President for Finance within one month of the original hearing date. All appropriate signatures must also be affixed to the document.
2. Appeal decisions *are final*.

Spring budgets will be appealed in the prior fall semester. Fall budgets will be appealed in the spring semester prior. The appeal must be submitted within the first four weeks of school in the fall semester.

E. Additional Allocations

At any time during the fiscal year, an organization may request additional funds for any new projects or activities not previously requested or anticipated. An organization may also apply for additional funds if it discovers that expenses for a certain activity or function will exceed the originally requested amount. To meet with the AC, you can sign up in the CAP Center before Noon on the Monday preceding Tuesday's meeting, or you can e-mail the VP of Finance to request a time. Form B and your supplemental information must be e-mailed to the VP Finance by Noon on the Monday before Tuesday's meeting. Bring eight copies of your material to the CAP Center, ELC 306, before Noon on the Monday preceding Tuesday's meeting.

Additional funding is contingent upon the nature of the request and the availability of funding within the BSG Reserve Account at the time of the request. The AC is under no obligation to pay for debts incurred by student organizations.

Additional appropriations must be requested no less than two weeks prior to the activity. The group runs the risk of not being funded if the decision does not pass with the Appropriations Committee. Usually, this is a decision made due to the lack of supporting information.

Additional Allocation Appeals: If you wish to appeal a decision made by the AC for additional appropriations, you may sign up for another meeting with the AC to provide additional information pertaining to your request.

Appropriations procedure (cont.)

F. Reallocations

Funds appropriated by the AC may only be used for the purposes originally stated in the approved budget. If an organization wishes to reallocate funding within the confines of the original budget it must fill out a reallocation form. To sign up for a time to meet with the AC, you can sign up in the CAP Center before noon on the Monday preceding Tuesday's meeting, or you can e-mail the BSG VP of Finance to request a time. Form C and your supplemental information must be e-mailed to the VP for Finance by noon of the Monday before Tuesday's meeting. You will also need to bring 8 copies of your material to the CAP Center, ELC 306, before Noon on the Monday preceding Tuesday's meeting.. If an organization requests a minor reallocation of \$100 or less, it may do so with the permission of the BSG Vice President for Finance. An organization may not exercise this privilege more than once for each section of the budget.

Reallocations must be requested at least two weeks prior to the activity.

G. Co-Sponsorship

Student organizations may submit requests to co-sponsor an event; however, a representative from each sponsoring organization must be present at the appropriations committee meeting.

H. Alternate Sources of Funding

Organization specific funding: Due to organization affiliations, funding may be available from different sources. It is requested that organizations (if applicable) explore the funding possibilities from these sources prior to petitioning the AC. Upon application for BSG funds, it is helpful to present any information regarding other sources of funding that have been explored. The AC requests organizations to bring this information if it is available and applicable.

Dues: The AC may recommend that a club charge dues as a supplementary source of income to be considered part of the appropriation. Funding may be contingent upon such a request.

Loans: Student organizations may apply to the AC for a loan to provide the initial capital needed to undertake fundraising events. Student organizations must present detailed business strategies and projections to insure the AC will receive repayment for its loan. At the time of presentation, loan terms and time schedules will be established should the loan be approved. A copy of the loan will be retained in the BSG Office and the CAP Center. *Failure to repay the loan within the terms established by the AC will result in the student organization's account being frozen.*

For more information on what the Appropriations Committee will fund, please check the Appropriations Committee By-Laws and Guidelines.

Reminder for Treasurers: Remember to check your budget before you spend any money—your request may not have been approved by BSG due to lack of information, etc. Submission of a budget does not guarantee you will receive funding! Please return your checkbook to the CAP Center, ELC 306, at the end of your term as treasurer.

What is the check signing procedure?

Checks are signed in the CAP Center, ELC 306. Checks can be dropped off between 9am-4pm. However, checks may not be ready for pick up for two to three days.

Required Documentation:

1. Each check must be accompanied by a white check request form and itemized receipts or invoices.
2. If check is over \$250 or made out to an officer of the organization, the check and check request must be signed by the adviser.
3. If check is made payable to a student, the student's home address is required on the check request form and not their Bucknell box number.
4. BSG's signature and the signature of a CAP Center staff member are also required. Check numbers will be stamped on the check and check request form by the CAP Center.

Does my club have a BSG account number?

Once a student organization is recognized by BSG and submits a budget, the University's Finance Office issues the organization a BSG account number which begins with "89 ____." This is

the FUND number required on your check requests. Organizations can also ask for a dual account in which they deposit dues, money from fundraisers, donations, etc. This account number begins with "899 ____." The organization must follow the same procedures for the dual account as they do for their BSG account. If you are writing a check which takes money from both the BSG account and dual account, you can do this on one check and white form—just put both account numbers in the "FUND" area and indicated the amount to come out of each account. Then put the total amount of the check in the "AMOUNT" line of the check request form.

Is my club allowed to have an off-campus bank account?

No. Student organizations are not permitted to have bank accounts off campus. Any student organization found to have such an account will have their BSG funds frozen until the off-campus account is closed—verification from the bank will be required. Repeat violations could result in permanent loss of recognition.

How does my club make a payment to a faculty or staff member?

The faculty and administrative staff are paid through the University's payroll

system. When you want to pay a member of either staff you will only need to bring the check request form to the BSG Finance Office and we will take care of submitting the necessary information to the payroll office.

How does my club make a payment to a member of the support staff?

Occasionally student organizations will pay a member of the support staff for conducting a workshop, driving a mini bus, etc. In order to pay a member of the support staff you will need to contact Ginnie Moore in the CAP Center who will need to complete an Extra Job Notice. Support staff members are not paid through the BSG check-signing procedures.

How does my club make a payment to a Bucknell student?

Payments to Bucknell students on payroll: A student organization check request form including the student's BU ID number and their home address should be brought to the CAP Center, ELC 306, for submission to the student's payroll. Students on payroll will be paid through their payroll and will not receive a BSG check.

Payments to Bucknell students NOT on payroll: A student organization check request, a BSG check, a W-9 and a 1099 Form should be submitted to the CAP Center for processing. Once BSG and Ginnie Moore sign the check and stamp a check number to the check, it will be ready for the treasurer of the organization to pick up in the CAP Center.

How does my club make a payment to a non-US citizen?

If your performer/provider of service is NOT a US citizen, you will need to see

Ginnie Moore in the CAP Center, ELC 306, for specific policy information relating to tax laws and procedures. Please do not confirm a contract with a non-US citizen until you provide the CAP Center with the Visa status of the individual(s) you want to bring to campus. Depending on how this individual is entering the country will determine whether or not we can compensate this individual.

What is the procedure for giving away prizes and gift certificates?

Prizes, gift certificates and debit cards require the organization to obtain the recipient's name, Bucknell ID number, value of the gift/prize and home address for tax purposes. This information should be reported on a 1099 Form and given to the CAP Center, ELC 306.

For more information, read the section entitled, "University Guidelines for Tax Treatment of Gifts, Prizes and Awards" at www.bucknell.edu/x4884.xml.

How does my club make a payment to another department or student organization?

Checks are not issued to departments or other student organizations. Complete a Transfer of Funds Form (available in the CAP Center) and the money will be done as a transfer.

What is the procedure for voided checks?

If you are not going to use a check that has been issued, you will need to bring the check back to the CAP Center so it can be voided. The money leaves your account once the check request is processed—not when you cash the check.

What is the purchase order procedure?

Instead of buying items on your credit card and getting reimbursed, you should have the Procurement Office order the items for you on a purchase order. A Purchase Requisition needs to be completed and signed by your adviser and BSG and then sent to Procurement Services. The Purchase Requisition can be picked up in the CAP Center, ELC 306.

When are monthly budget printouts available?

Monthly printouts of student organization budgets are available around the 12th of the month in the CAP Center.

EVENTS

How do I schedule an event?

1. Select the scheduling office for your specific event.

- Scheduling of academic credit courses and support—Calendaring and Scheduling, Marts Hall
- Department, student and general scheduling—RICS, ELC 265
- Non-University functions—RICS, ELC 265
- The Weis Center may be reserved for certain events by contacting the Weis Center Office.
- To reserve a space for an event in the Bertrand Library building, contact either the Circulation/Reserves Desk (x71882) or the Reference/Information Desk (x71462) for instructions regarding your request to hold the event.

2. Information needed: type of event, name, date, time, account number

(including department/organization), contact person, suggested location, number of people, etc.

3. Know what requirements are needed to support the event. For example:

- Bucknell Dining: served meal, buffet, coffee breaks, snacks, paper or china products, number of people attending, set-up, etc. *Please note that the University does not permit outside caterers.*

- Facilities: podium/microphone setup, special seating arrangement, additional tables and chairs, trash cans, piano, electrical needs.

- Classroom and Event Support: overhead projection, TVs, VCRs, slide projectors, computers, microphones, operator.

- Performance Services: major sound system and/or special lighting.

- Public Safety: officers needed, roads closed, spaces reserved.

4. Ask scheduler for any other major conflicting event(s) or check calendar of events.

5. Procedures

- Reservations are not confirmed until requirements are met, with signatures and approvals.

- Service departments reserve the right to refuse an event, depending on the request and timing.

- Event budget may be charged for services rendered.

- The sponsoring group will be responsible for any damages incurred and/or for excessive clean-up.

- Please bring most recent confirmation form with you to the event, in case there are questions.

6. Academic Classes and Support

- All academic classes and support are scheduled only through the Calendaring and Scheduling Office in Marts Hall.
- Academic space takes priority and certain spaces may not be scheduled prior to the semester and before the end of drop and add. The Elaine Langone Center and all non-traditional classroom spaces may be scheduled.

7. Finals Period: Beginning at midnight on the last day of classes, no events are to be scheduled. See the scheduler for clarification.

8. Cancellation

- Notify the scheduling office of any cancellation or changes immediately.
- Notify the switchboard of any cancellation for any changes if timing permits.
- Failure to notify the scheduling office of a cancellation may result in charges or future denials of requests. Various departments may have specific cancellation policies, including fines.
- Food orders MUST be cancelled by requestor directly to Dining Services. Failure to do so may result in cancellation charges.

How does my club schedule events online?

Add "Event Scheduling Request Form" as a channel to myBucknell.

Requests for basic reservations will be processed with five business days. For more detailed events or those that need to occur in less than five business days, please contact the scheduling office.

What is the procedure for Dining Services requests?

First, fill out the Dining Services Request form, then meet with Dining Services for an estimate. Next, bring the Dining Services form and estimate to the CAP Center, ELC 306, to obtain approval from BSG. Last, submit the form to Dining Services.

What are the guidelines for hosting an off-campus dinner?

BSG Guidelines state that student organizations can appropriate \$15/person for each member attending their membership dinner. Therefore, if you have 30 members but only 10 attend the dinner, you will only receive \$150, not \$450. Alcohol is not permitted.

An itemized receipt is required. A receipt showing money was charged to your credit card will not suffice.

What is the procedure for renting Uptown?

Uptown is Bucknell's on-campus nightclub. It is a host to a wide variety of entertainment including bands, DJs, karaoke, pool contests and student band nights. Uptown has a game room equipped with two televisions, two pool tables, a foosball table and free popcorn.

Bucknell Room Capacities

FORMAL AUDITORIUMS/LECTURE HALLS

Room	Maximum Capacity
Bucknell Hall	132
Forum, Elaine Langone Center	252
Gallery Theatre, Elaine Langone Center	118
Gardner Lecture Hall, Dana Engineering	110
Harvey Powers Theatre, Coleman Hall	481
Leanne Freas Trout Auditorium (VAUG 100)	417
Olin Science Auditorium	200
Rooke Chapel*	750
Rooke Chemistry Auditorium (RCHM 116)	206
Weis Center Auditorium*	1,232

FLEXIBLE SPACES

Room	Maximum Capacity
Arches Lounge, Elaine Langone Center	46
Center Room, Elaine Langone Center	90
Davis Gymnasium*	1,326
Elaine Langone Center, Room 217	25
Elaine Langone Center, Rooms A, B, C, D	15 ea.
Elaine Langone Center, Room 302	18
Faculty/Staff Lounge, Elaine Langone Center	21
Gerhard Fieldhouse*	6,200
Hunt Hall - Formal Living Room	180
Hunt Hall - Recreation Room	76
Larison Dining Room	320
Refectory	50
Samek Art Gallery*	118
Smith Library, Vaughan Literature Building	50
Sojka Pavilion, KLARC*	4,123 (seating)
Taylor Hall - Lounge	20
Terrace Room, Elaine Langone Center	290
Tustin Studio Theatre*	250
Vedder Hall - Living Room	50
Vedder Hall - Pit	50
Walls Lounge, Elaine Langone Center	75

*Special permission needed to reserve space.

Guidelines for Renting Uptown:

- Uptown may only be rented by Bucknell University recognized groups, departments, etc. that have a University account.
- Reservations can be made in the CAP Center, ELC 306, on a first-come, first-served basis with the Uptown Manager.
- Uptown maximum capacity: 300
- Uptown may only be rented by recognized groups or departments *Monday through Thursday nights* during the fall and spring semesters between the hours of 8pm and midnight. Uptown is not available to be rented during any break.
- No alcohol is permitted in Uptown during a rental night.
- All Uptown/University Policies will be enforced at all times.
- Only authorized personnel are permitted to operate Uptown's sound and lighting equipment.
- The Uptown staff is in charge of the facility and all equipment at all times.
- DJs are permitted; however, bands are not due to mid-week noise issues. The CAP Center staff reserves the right to deny the rental of Uptown in the case that the planned event does not fit within the realm of permissible programming.
- Rental entertainment may not conflict with regularly scheduled Uptown events (i.e. a group may not have the same type event open to the entire student body, such as a pool tournament, if Uptown

already has a pool tournament planned near the requested date.)

Groups that rent Uptown will be required to:

- Pay for all Uptown staff required for the event. The number of Uptown staff required to work will be determined by the CAP Center staff and will be based on the type of event scheduled.
- In conjunction with the CAP Center, book all entertainment, negotiate contracts and ensure that all necessary paperwork has been completed.
- Make all arrangements with Dining Services for any food requests *at least one week prior* to the event. NO outside vendors may be used!
- Pay a \$10 clean-up fee.
- Pay for any damage or excessive clean-up charges.
- Advertise own events.
- Have an on-site contact present during the entire event (from set up through clean-up).

Cancellation Policy: Should the need arise to cancel an event, groups are required to notify the Uptown Manager no later than 72 hours before the event. Failure to notify the Uptown Manager in a timely manner will result in a penalty fee of \$25 which will automatically be charged to the sponsoring group's account number. If food has been ordered for an event which is cancelled, the sponsoring group is required to notify Dining Services directly and will absorb any costs associated with the event.

What does my club need to do in order to show a movie?

Please use the following guidelines if you are planning to show a video:

1. Plan your event at least three weeks in advance. *The CAP Center cannot fulfill requests made with less than a week's notice.* Do not advertise the film before confirming the availability/ordering the film. ALL films must be ordered through the CAP Center.
2. You can check film titles on the web pages of Swank Motion Pictures at www.swank.com. Most film titles available under the license are "free of charge." Organizations may show two films during each semester free of charge. Organizations choosing to show more than two films per semester will be required to pay \$200 per film beginning with their third film rental. If you are looking for a film that does not appear on our list of films, we can perhaps find the film distributor and order the film for you. However, there usually is a substantial cost for each film. Again, all films must be ordered through the CAP Center.
3. A Movie Registration form must be completed and submitted to the CAP Center, ELC 306, in order to show a movie.
4. Once you know the film is available, stop by the RICS Office, ELC 265, to reserve a room.
5. After the room is confirmed by the RICS Office, contact the Technology/Media Desk at x77777 if you need to reserve equipment or need training to show the video.
5. Films may be picked up at CAP Center before 3:30pm on the day of the showing. The film should be returned

to the CAP Center before 3:30pm of the next working day.

REMEMBER – Videos/DVDs you personally own, rent from video stores or check out of Bertrand Library CANNOT be shown.

If you have any further questions about the public performance license, please stop by the CAP Center, ELC 306, or call x71217.

What should my club know before entering into a contract?

All guest speakers, lecturers, performers, and any other service provider will be required to have a signed contract in order to come to Bucknell regardless if they receive payment for their services or not. In addition to the contract being signed by your adviser, the Associate Dean of Students, Kari M. Conrad, must also sign all student organization contracts. If the contracted fee is \$5,000 or more, the Dean of Students, will also need to sign the contract. Room reservations will not be confirmed until the Associate Dean of Students has signed the contract. Each provider of service is required to sign Bucknell's Insurance Rider as well. If the service provider does not supply you with a copy of their own contract which includes their name, address, Social Security or Federal ID number, date of performance, amount, etc., then Bucknell University's contract must be completed by the service provider before a check will be signed. The signed contract, Bucknell's Insurance Rider, a 1099 Form and a W-9 Form must be presented at check signing. A copy of a contract and Bucknell's Insurance Rider is attached and can be found on the CAP Center or BSG website under Legal Forms or

you can stop by the CAP Center, ELC 306, to pick up copies of these forms.

For more information on contracts, visit the CAP Center, ELC 306.

What does my group need to know about transportation and vehicle use?

Transportation and Vehicle Use Policy:

1. Vehicles may be driven for official University business only, with proper authorization.

2. Faculty, staff and students should be encouraged to use University vehicles, rather than their own, to transport students to university sponsored off-campus events that students are expected to attend.

3. Student groups must have BSG recognition with an official student organizational account in order to secure and drive a vehicle.

4. Trips by any student group must be approved in writing by their adviser.

5. Use of vehicles during an emergency or inclement weather will be at the sole discretion of Reservation, Information & Conference Services. Users will be reminded to call transportation services or the switchboard in an event of an emergency situation.

- Academic departments and student organizations traveling a distance of 200 miles or greater one way, or traveling overnight or longer, must have the approval of the Director of Reservations, Information & Conference Services and Risk Management. Lengthy class trips or a vacation-break project will be subject to careful consideration. All trips must fill-out a trip plan with a specific itinerary. No driver may

exceed driving 300 miles or seven hours per day. No trip may exceed 500 miles one way or a driving time of 12 hours without a layover, or using two or more drivers. A layover is defined as six hours minimum.

- Organizations planning an overnight trip must be accompanied by a University staff person, who is 23 years of age or older, not a traditional or graduate student, and is employed by the University. There must be written documentation that a staff person will accompany the group on the trip, unless the director of transportation services (and the director of Recreation, when applicable) waives this requirement.
- Sports teams or any student organization requiring more than two mini buses or three 7-passenger vans should contract the use of a private bus contractor or the Bucknell bus. Student drivers must successfully complete the Bucknell Driver Orientation Program developed by the university before driving any University vehicle.

8. A complete copy of the Transportation Policy and rates can be obtained at the Transportation Services Office, ELC 265.

What is the procedure for securing a University vehicle?

BSG's signature is required on all vehicle requests from Transportation Services. After picking up the form from Transportation Services, ELC 265, bring it to the BSG Finance Office in the CAP Center, ELC 306, to obtain approval.

FUNDRAISING

How does my club get approval to sell items/hold a fundraiser?

All campus sales must be approved by RICS and registered at least one week prior to sales. Generally, items may only be sold in the ELC mall or similar spaces.

For more complete information and forms, visit the RICS Office, ELC 265, or visit their website at www.bucknell.edu/rics.

How can my club charge fundraising items to BU ID?

All BU ID charges come from the bookstore. Visit the bookstore on the ground floor of the ELC to make arrangements. Every club must have a recognized BSG account in order to sell items through BU ID.

Review the [Sales and Solicitations Guidelines](#), if applicable.

For more information, contact Vicki Benion at benion@bucknell.edu.

What if my club does not have the initial funds to sell an item?

BSG does offer loans to recognized clubs. Contact the BSG VP of Finance for more information.

ADVERTISING

How does my club advertise through the Message Center?

To advertise through the Message Center, visit the Message Center tab in *myBucknell* and click "Post a new message." In order to ensure that your announcement makes the next day's digest, post the message by 1pm the day before.

In addition, FAQs and more information are available under the Message Center tab on *myBucknell*.

How does my club send out a campus mailing?

In order to send out a campus mailing for your club, you must first go to the mail room and pick up a Box Stuffing Request form. On this form, you must present the name of your respective organization, along with the responsible person for the club (ex. President). Then, you must list your club's campus mailbox. Please describe what you intend to mail, to whom it should be sent (ex. seniors, graduate students) and when it should be delivered.

Before turning in the form to Student Mail Services, you must label the mailings with each recipient's campus box number, and when they are turned in to be mailed, they must be in numerical order.

For more information, contact Jim Muchler, x73757.

How does my club get print publicity for our event?

Talk to campus and local newspapers about covering your club's event.

The Bucknellian
Bucknellian@bucknell.edu

The Daily Item
200 Market Street
Sunbury, PA 17801
570-286-5671

The Standard-Journal
21 N. Arch Street
Milton, PA 17847-1211
570-742-9671

How does my club advertise on the LCD screen in the LC?

BSG maintains the LCD screen. One PowerPoint slide must be e-mailed to the BSG VP of Administration.

Policy for Using the LCD Screen:

1. Club/organization advertising must be recognized by BSG or be a University department.
2. The given event advertised must be class specific or open to the entire campus.
3. The screen will be updated every Monday and Thursday.
4. If the advertisement is to be run on a Thursday, it must be received by the BSG VP of Administration by the previous Monday and vice versa.
5. Every advertisement must adhere to University policy.
6. A club/organization/department cannot advertise for consecutive periods—plan accordingly.
7. A club/organization/department may advertise each event a maximum of two times but in non-consecutive periods.
8. No meetings will be advertised on the screen.
9. Every department on campus may advertise twice a semester. All further advertisements will be posted at the discretion of the BSG VP of Administration.
10. All advertisements must be sent to the BSG VP of Administration as a PowerPoint slide.

For further information, contact the BSG VP of Administration.

Where can my club hang posters in the Elaine Langone Center?

Posters may be hung in certain locations subject to specific restrictions listed below. The CAP Center has all sorts of poster-making supplies you can use for a small fee. With sufficient funds, you are able to charge this fee to your organization.

- Board to the right of the Ride Board. No larger than 11" x 17". One poster per event.
- Uphill stair landing (board between ground floor and first floor). Must be no larger than 11" x 17". Only two posters per event.
- Glass case bulletin boards. Must be no larger than 11" x 17". Must be brought to ELC 306 (CAP Center) in advance. Two posters per event will be hung in chronological order as space permits.
- Sign clips at building entrances. May be full-sized posters. If clip stand is not available, go to the Switchboard and have them ask a custodian to get one for you.
- Posters are not permitted on doors, windows, walls or ceilings.

Is my club allowed to hang posters in residence halls?

Posters in residence halls may be hung with permission from the RA for the area or by taking posters and flyers to the Office of Housing and Residential Life to be distributed to the RAs.

What does my club need to do in order to hang a banner in the ELC?

Banners may be hung in the ELC after you have filled out a form in RICS Office, ELC 265. The CAP Center has the supplies you may need to make the

banners for a small fee. You can charge this fee to your organization. String must be used to hang banners—tape is not permitted on the railings.

How does my club reserve a table in the LC Mall?

Elaine Langone Center mall tables may be reserved through RICS, ELC 265. Review the [Sales and Solicitations Guidelines](#), if applicable.

How does my club have a professional poster made?

To have professional posters made, bring a rough sketch of how you'd like the poster to look to the Administrative Services office (x73757) on the ground floor of Marts Hall. Staff members will help you choose the poster dimensions, paper color, stock thickness and font size and style. The staff will then prepare a proof of the poster, which you will be asked to check before it's printed. Be sure to give Administrative Services at least one week notice for any work order.

TOP 10 MISTAKES**What are the top 10 mistakes made by student organizations?**

1. Advisers must request the contract! Students are not permitted, via University policy, to request contracts. Contracts and Insurance Riders must be signed by your adviser. All contracts and Insurance Riders must also be signed by Kari M. Conrad, Associate Dean of Students, AFTER the adviser signs.
2. Failure to check the budget to see if an item has been approved before spending the money. Submitting an item in your budget does not guarantee that you will receive the funding. You can check your budget by going to

orgs on netspace, then bsg-finance folder, then public, then club folders, then the category your club falls under.

3. Not planning ahead for events. If you are planning an event and need money from BSG, you need to sign up for appropriations at least two weeks prior to your event. You will need to e-mail Form B and your supplemental information to the VP Finance for BSG. If you cannot submit your supplemental information electronically, you will need to bring 8 copies to the CAP Center the Monday before Tuesday's meeting. Events held before prior to asking the Appropriations Committee for funding will not be approved. Once an event has taken place, no funding will be approved.

4. Failure to obtain the BSG VP of Finance and the CAP Center Office Coordinator's signature, as well as having a check number stamped on all checks and white forms before cashing. This failure could result in your account being frozen for the remainder of the semester.

5. Failure to have the performer/lecturer sign a contract and insurance rider PRIOR to the event and also securing a completed and signed W-9 before payment is issued.

6. Failure to obtain an itemized receipt for all off-campus dinners. The receipt showing that "X" amount of money was charged to your credit card is not sufficient. You need to ask for the itemized receipt. Also, you will only be reimbursed \$15 for each member attending the dinner.

7. Failure to have your adviser sign checks and white forms for all checks payable over \$250 or issued to an officer of the organization.

8. Waiting until the last minute to bring a check into the CAP Center for a signature. Plan ahead! Do not bring checks on a Friday afternoon and expect someone to be there to sign them.

9. Failure to pick up checks once they are signed. Treasurers, you need to remember to pick up your signed checks in the CAP Center and then give them to the payee. The CAP Center and BSG do not mail checks!

10. Failure to complete a Dining Services Request form for all orders placed through Dining Services. First, pick up the form in the CAP Center or Dining Services. Complete the form, take to Dining Services. A member of the Dining Services staff will give you a cost estimate for your event. Bring the cost estimate and the Dining Services Request form to the BSG VP Finance Office, ELC 306, for final approval. BSG will sign the form and indicate an approved dollar amount for your event. It will be your responsibility to then return the form to Dining Services. Remember, Dining Services will not book/confirm your event until it has the Dining Services Request form signed and approved by BSG.

MISCELLANEOUS CLUB QUESTIONS

How do I join a club?

Activities Unlimited, held at the beginning of the academic year, offers a chance for students to sign up for the e-mail list of most of Bucknell's clubs. Usually, club meetings are announced through an e-mail to those who have signed up.

For more information on joining a specific club, refer to the [club directory](#) to contact a specific officer.

How does my club find a co-sponsor?

Contact an officer of the club or organization that your club would like to co-sponsor with. Sometimes outside businesses will co-sponsor events with clubs. Contact that business directly.

VOLUNTEERING

Where should I look for volunteering opportunities on campus?

There are many opportunities to volunteer at Bucknell and in the Lewisburg area. A list of ideas can be found at www.bucknell.edu/x20023.xml. For more information, contact Poppy Goforth, Director of Community Service, at poppy.goforth@bucknell.edu.

There is also a variety of service organizations on campus. A list can be found at www.bucknell.edu/x2354.xml.

ATHLETICS

ATTENDING

How do I join Sojka Psychos and Christy's Crew?

Bison Backers, Bucknell's athletics fan club, consists of Christy's Crew for football and Sojka Psychos for basketball.

Registration is done online through the Bison Backers tab on *myBucknell*. The cost is \$15 which includes two t-shirts and assured tickets to all regular season football and basketball games.

For more information, visit the Bison Backers tab on *myBucknell*.

How do I get tickets to basketball games?

Tickets for any basketball game are available on a first-come, first-served

basis at the Sojka Box Office in the hours prior to the game. These tickets are always free to students. You can guarantee your tickets by joining the Sojka Psychos fan club at the beginning of the year.

Patriot League championship home games will require students to buy tickets for a small fee.

For more information, visit <http://bucknellbison.cstv.com/tickets/buck-tickets.html>.

PARTICIPATING

Where can I borrow sports equipment?

If you want to play a sport but don't have the equipment, you can leave your BU ID at the information desk in the Kenneth Langone Athletics and Recreation Center (KLARC). They currently have racquetball, tennis and squash racquets and balls, men's and women's basketballs, soccer balls and volleyballs. When you return the equipment, the manager will return your ID.

For more information, visit the information desk at the KLARC.

Where can I go to work out on campus?

The KLARC has many venues for working out. The gym has a number of cardio machines including elliptical trainers, treadmills, stationary bikes and rowing machines. There are also many weight lifting machines, nautilus machines and a separate free weight room for student use.

Group classes are also available. Options include spinning, water aerobics, yoga, pilates, kickboxing, step and cardio pump classes. Classes change according to instructor availability. For

more information, visit the KLARC or <http://www.bucknell.edu/x14276.xml>.

How can I join a varsity sport?

Bucknell competes at the Division I level with 27 men's and women's teams. The best way to join a varsity sport at Bucknell is to talk to the coach of that sport the summer before you arrive on campus in your first year. It is encouraged that you do so as soon as possible. A list of coaches can be found on the Bucknell website.

For more information, visit the [athletics website](#).

How can I join a club sport?

Bucknell offers 20 club sports for men and women looking to compete against other schools but do not want the commitment that a varsity sport requires. For information on joining a club sport, contact the student organizer for the sport of interest. A list can be found on the [club sports webpage](#).

How can I join an intramural sport?

Intramurals are sports in which students from Bucknell compete against each other. The four seasons for intramurals are early fall, late fall, winter and spring. There are three divisions (men's, women's and co-recreational) and two different skill levels (A and B).

For more information, visit the intramurals webpage at www.bucknell.edu/x1697.xml.

GREEK LIFE

Where can I get general information about Greek life on campus?

Fraternities and sororities host information events each spring to explain

the recruitment process for the following fall. General information about Greek life can be found at anytime on the Greek life webpage: www.orgs.bucknell.edu/greeklife.

For more information, visit the Office of Fraternity and Sorority Affairs, ELC 218.

What is the alcohol policy regarding Greek events?

Excerpted from the Alcohol Enforcement and Wristband Policy:

“14. The serving of alcoholic beverages must conclude by 2am. In accordance with the Fraternity Insurance Purchasing Group (FIPG) guidelines, Interfraternity or Panhellenic Council policy, and/or international organization policy, social Greek organizations are permitted to host only “BYOB” social events which are not open to the general public. Hard alcohol is not permitted at fraternity functions at any time.

15. Social Greek organizations hosting events with alcohol may admit only those persons whose names appear on a pre-determined invitation list located at the front door of the facility monitored by members of the hosting organization.

16. Student organizations hosting an activity in a University or non-University-owned fraternity house at which alcoholic beverages will be available must register it with the Office of the Deans of Students using only this Social Event Registration Form (SERF).”

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ACADEMIC

How do I register for classes?

You will receive a green Course Registration Sheet and a course selection guide prior to the registration date. Next, you need to obtain your registration pin number from your academic adviser. There will be an e-mail regarding registration times, broken down by last names. Once your registration time is unlocked, log onto [myBucknell](#) and go into [bannerweb](#):

Bannerweb ▶ Student Information ▶ Your Registration ▶ Add Classes

Next, select the academic term, plug in the course numbers and click submit.

If you would prefer not to register online, you may visit the Registrar's Office, 102 Marts Hall, during your registration time.

How do I place myself on the waitlist for a course?

If a course is not available, you may choose to be placed on the waitlist. You may not register or waitlist for another section of the same course. You must also select an alternative course. The alternate will be dropped if you are placed in your first choice. All movement

into waitlisted courses will be completed prior to the beginning of the semester. Please check your schedule on [myBucknell](#) to see if movement has taken place, notification of schedule changes is not sent. If you do not get moved off the waitlist and do not have a full schedule (at least 4 credits) you will be required to attend Hold Clearance.

Continuing undergraduate students who do not have enrollment holds are not required to enroll in person. You will automatically be enrolled. You must notify your Academic Dean in writing if you wish to withdraw from the University. Students with holds must appear in person at the Larison Dining Hall according to the schedule posted in order to have these holds cleared.

Failure to attend a hold clearance will result in a \$25 late fee posted to your student account unless prior arrangements are made with the Registrar's Office.

Notification of enrollment status will be sent to your Bucknell e-mail address and campus box. Students may also check their hold status by logging into [myBucknell](#).

How do I declare a major/minor?

Approval is necessary from the Head of the academic department in order to pursue a major. To declare a minor, complete the necessary courses then visit the Registrar's Office to fill out a declaration form. To switch majors, visit the Registrar's Office to fill out another major declaration form stating which major you are dropping.

For more information, visit the Registrar's Office, 102 Marts Hall.

How do I add/drop classes?

Please note waitlists will be purged prior to the start of classes. All course entry at this point requires the signature of the instructor teaching the course.

All schedule changes (including section changes) must be filed at the Registrar's Office, 102 Marts Hall. Online Drop/Add is not available.

In addition, please note:

- All course changes require the signature of your adviser
- Instructor signatures are required for all ADDED courses, including section/time changes. Instructor signatures are not required for courses you are dropping.
- All changes involving Chemistry courses require the signature of the instructor. This includes Drops, Adds and Section changes.
- If you plan to take below four credits, you must get permission from your academic dean for a course underload. If you are going above 4.75 credits you must get dean's permission for a course overload.

How can I get an official transcript?

Transcripts can be ordered through the Registrar's Office. To order, go to www.bucknell.edu/x6799.xml.

For more information about obtaining a Transcript, please call 570-577-1201 or visit the Registrar's Office, 102 Marts Hall.

Where can I find a computer lab on campus?

Teaching Facilities:

- Art 212 (Mac)
- Bertrand Library 012 (Windows)
- Breakiron 164 (Linux)
- Dana 117 (Windows)
- Dana 132 (Windows)
- Dana 213 (Linux)
- Dana 214 (Windows)
- Dana 325 (Windows)
- O'Leary 202 (Mac and PC)
- Rooke 9 (Windows)
- Rooke 17 (Windows)
- Taylor 203 (Windows)

Open-Access Labs:

- Larison 127 (Windows)
- Rooke 10 (Windows)
Sometimes closed for exam use.
- Roser 30 (Windows)
- Smith 111 (Windows)

Teaching facilities are open for student use whenever there is not a class scheduled for that room. Open-access labs are available exclusively for student use whenever the building is open.

For lab schedules, go to: www.bucknell.edu/x12257.xml.

For a campus map, go to: www1.bucknell.edu/map.

What study abroad programs does Bucknell sponsor?

Bucknell sponsors programs in [Spain](#), [France](#), [Barbados](#) and [England](#) and offers a number of approved programs through formal relationships with global education organization partners. In addition, domestic programs sponsored by other American colleges or institutions have been approved for Bucknell student participation, including the Duke University Marine Laboratory Program in North Carolina and semester internship programs in Washington, DC and Philadelphia.

In addition to semester and year-long programs, Bucknell also offers faculty-led [summer programs](#) in such locations as Barbados, Northern Ireland and the U.S. Virgin Islands.

For more information, please visit the Office of International Education, Taylor Hall 105, call 570-577-3796 or e-mail intled@bucknell.edu.

Where can I find a list of non-Bucknell study abroad programs?

For a complete list, please see: www.bucknell.edu/x9151.xml

CAREER**What is the Career Development Center (CDC)?**

The Career Development Center (CDC) at Bucknell is a comprehensive career center offering [services and programs](#) that are relevant to undergraduate and graduate students of the University, as well as alumni of the University. Assistance is available for such

issues such as: self-assessment and career decision-making, the development of job search tools, preparing for interviews, resources for conducting employment/graduate school research and internship/full-time employment leads. A wide variety of [counseling and advising options](#) are available to students throughout each semester.

For more information, visit the Career Development Center in the Botany Building or go to the [CDC website](#).

What is the BRIDGE?

The BRIDGE is the CDC's password-protected, web-based, software system that provides access to the CDC 24 hours a day, 7 days a week. All full-time, internship and externship opportunities offered by employers specifically interested in reaching Bucknell students and alumni are listed on the BRIDGE. All Bucknell students have access to the BRIDGE. Company and industry information, the CDC's complete calendar of events and application deadlines, as well as your own personal space to stay organized, store documents and apply for opportunities are included within Bucknell's web-based system, eRecruiting.com.

What is an Externship?

The Externship Program provides interested sophomores with unpaid and noncredit, two day shadowing experiences over winter break in a wide variety of career and industry areas throughout the country. Externship sponsors are Bucknell alums, parents or employers/friends of the University who are willing to bring students into their workplaces to observe and gain a better understanding of both what they do on a daily basis and the culture

in which they work.

www.bucknell.edu/x19968.xml

What is an Internship?

Internships offer students the opportunity to combine classroom learning with practical, hands-on experience and are a valuable way to begin exploring and networking within the work world. Employers often prefer hiring full-time employees with direct, hands-on experience, obtained through internships. Meet with a counselor in the CDC to discuss your interests, to learn how to write needed documents (resume, letters) and to design an internship action plan that will target your specific career and location goals.

www.bucknell.edu/x2693.xml

What web resources are available for acquiring internships and full time work?

1. **CDC Recruiting Program on the BRIDGE:** Employers who are interested in hiring Bucknell students participate in the CDC's recruiting program. Externship, internship, and full time opportunities are available with employers who have a recruiting relationship with Bucknell can be found on the BRIDGE. Students who haven't used the system before should attend a BRIDGE 101 session to learn how to most effectively use this tool. All students have accounts created on the BRIDGE as an entering first year student.

2. **SummerBRIDGE:** Bucknell's University's official web database of summer jobs and internship listings. This searchable database is part of The BRIDGE (search under "jobs & internships" and select internships) and available to all students via the web 24/7. Internships continue to be up-

dated throughout the year, so keep checking back.

3. **Web Resources – Internships:** A variety of web links provide listings of internships in a wide variety of industries. Take a look and explore options that may be of interest to you. For more information and assistance on your internship search, visit the CDC in the Botany Building.

4. **Web Resources – Full-time work:** A variety of web links provide listings of entry level full-time positions in a wide variety of industries. Take a look and explore options that may be of interest to you. For more information and assistance on your full-time search, visit the CDC in the Botany Building.

How can I receive payment for an unpaid internship in public service?

The Bucknell Public Interest Program (BPIP) offers programs for students who are interested in exploring options in public service. Full-time and internship opportunities at non-profit organizations and government offices can be found on the BRIDGE. If your non-profit internship is unpaid, you are able to apply for funding through BPIP. This program is offered annually for underclass students. For more info, go to [BPIP Internship Fund Application](#).

Who should I talk to if I am considering law school?

If you are thinking about law school, you are taking the essential first step toward a potentially rewarding career involving law. Embarking on a legal education requires a great deal of thought as well as a sizable investment of time, money, and energy. Meet and discuss your law school plans with Bucknell's Pre-Law Adviser, John P. Fernsler, Esq.

His office is located in the Career Development Center at 104 Botany Building. While walk-ins are accepted, appointments are preferred. Any current student or alumni may make use of these services. Please call the CDC at x71238 (570-577-1238) or write to john.fernslers@bucknell.edu.

Who should I talk to if I am considering a health profession?

Bucknell encourages students who are preparing for a career in any of the health professions — medicine, dentistry, veterinary medicine, podiatry, etc. — to choose an academic major they enjoy. We believe a liberal education, combined with the necessary prerequisites, provides the best preparation for our nation's doctors and health professionals. Whatever your choice of major — animal behavior, biology, chemistry, history, religion, sociology, Spanish or one of the other 53 majors at Bucknell — your coursework in the sciences can provide a firm foundation for advanced studies in the health professions. Meet and discuss your health school plans with Bucknell's Pre-Health Professions Adviser, Dr. Alison Patterson. Her office is located in the Career Development Center at 103 Botany Building. Any current student or alumni may make use of these services. Please call the CDC at x71238 (570-577-1238) or write to apatters@bucknell.edu.

LIBRARY AND IT

What do I need to use the wireless network?

In order to use wireless you must have a laptop with built-in wireless or wireless network card. Wireless network cards come in many brands and styles.

Laptops purchased through the Bison Laptop Program already have the Bucknell wireless set up. Mac and PC computers purchased individually (not through the school) will require a quick visit to the tech desk.

Where can I get wireless internet access on campus?

All academic and administrative buildings on campus now have wireless networking. In addition, all co-curricular locations (such as common areas and lounges) in residence halls are wireless. Most (but not all) residence hall rooms can get wireless as well. Many "green spaces" on campus are also wireless: the Academic Quad, Smith Quad, Science Quad, the fieldhouse, McDonnell Amphitheatre and more.

For more information, view the [wireless coverage map](#).

How do I get connected? I see both Bucknell and bucknell_guests when I turn on my laptop.

You'll want to use the Bucknell network to access all of our resources. The bucknell_guests network will only allow internet access and it is designed for visitors to campus.

In order to use the Bucknell wireless network, please visit the Library and IT Tech Desk in Bertrand Library and staff will help you set up your connection. Bison Laptops purchased through Dell will already have the Bucknell connection configured.

Should I use wireless in my room?

Every student has a wired internet connection and it is recommended that you use this connection whenever possible. It is much faster and more secure than the wireless connection. Not every

room will get a wireless signal, but every network port is activated.

Please note that Vista, XP and OS 10.4/10.5 machines are much more likely to consistently work well with wireless—older operating systems can be problematic, and we cannot guarantee that they will be able to successfully connect to the wireless network.

Can you help me set up my wireless network in my home or downtown apartment?

No, we will go to great lengths to get you set up on the Bucknell network, but every home network is different. We recommend that you contract with a local provider for help in setting up your own home network.

For more information, search for “wireless” in <http://ask.bucknell.edu>.

Or, contact the IT Support Desk at x77777 or techdesk@bucknell.edu.

How can I get my computer fixed?

The staff at the tech desk is trained in how to deal with basic computer problems. The easiest way to have problems fixed is to visit the Tech Desk on the first floor of Bertrand Library, call x77777 or e-mail techdesk@bucknell.edu. If they are unable to help, they know the resources that will be able to assist you.

What services does Library and IT provide for clubs?

Library and IT supports the mission of student organizations on campus through information and technology support. Upon request, student organizations are assigned private and public network file space for easy file sharing on campus. We also provide

web space and Internet hosting services to student organizations with designated file space so that they can set up a website.

If you need assistance developing your technology skills, setting up a website or setting up your organization’s access to shared file space, please visit the Tech Desk on the first floor of Bertrand Library, call x77777 or e-mail techdesk@bucknell.edu.

If your information and research needs are particularly intensive, our reference librarians (located at the Reference/Information desk) can help you locate resources related to your organization’s project or mission. For research help, call x71462 or e-mail refdesk@bucknell.edu.

••• dailyLIFE •••

FOOD

How do I add dining dollars to my account?

This can be done in the Dining Services office on the first floor of the ELC on the downhill side. The office is through the door opposite the bathroom outside of Bostwick Dining Hall. Dining dollars can also be added in the Bison and in the Finance Office in Marts Hall.

What are the various meal plan options?

First-year students have a choice between three meal plans that provide unlimited access to Bostwick Dining Hall and the Terrace Room as well as a certain amount of declining dollars to be used at 7th Street Café, Bertrand Library Café or the Bison. Declining dollar amounts vary depending on the meal plan.

More meal plan options are available for upperclass students including the three all-you-can-eat plans, a block meal plan (set amount of meals per semester) or a full declining balance plan.

All meal plans can be arranged online at myBucknell or the Dining Services office on the first floor of the ELC.

For more information, visit the [meal plans webpage](#) on the [Dining Services website](#).

HOUSING

How does the housing selection process work?

First-year students are assigned housing based on an online questionnaire completed before coming to Bucknell. Each following year, housing is done through a lottery system and requests can be made. For more information, contact the Office of Housing and Residential Life (OHRL) located in ELC 207 or call 570-577-1195 (on-campus x71195) or e-mail housing@bucknell.edu.

How do I change roommates?

For issues regarding roommate conflicts or switches first contact your Residential Assistant (RA) and then the Office of Housing and Residential Life (OHRL), located in ELC 207. You can also call 570-577-1195 (on-campus x71195) or e-mail housing@bucknell.edu with questions or concerns.

How do I purchase BUTV?

For preorders of BUTV, there is a channel on *myBucknell*. After this, you can purchase a BUTV cable box through the Bookstore at the Customer Service Desk. For more information and setup instructions, visit the BUTV webpage at www.bucknell.edu/x9611.xml or under "Student Life" on *myBucknell*.

For more information, contact Library Information Technology (IT) Services at 570-577-7777 (on-campus x77777) or e-mail butv@bucknell.edu.

Where do I go if I lose my room key and/or Bucknell ID Card?

If you lose your room key, go to the Office of Housing and Residential Life (OHRL) located in ELC 207. You can also call 570-577-1195 (on-campus x71195) or e-mail housing@bucknell.edu with questions or concerns regarding lost keys. Keys cannot be duplicated; the lock must be replaced.

If you lose your Bucknell ID card, immediately report this to the Card Services Office located in ELC 204 (570-577-1953) or the Department of Public Safety (570-577-3333) to freeze your account and prevent unauthorized use of your card. On weekends or after the Card Services Office is closed, Public Safety can give you a temporary card with only Residential Hall access. There is a \$50 replacement fee for a new BU ID card, which can be received through the Card Services Office. For questions or concerns, contact cardservices@bucknell.edu, or visit: www.bucknell.edu/x43809.xml.

What are the procedures for room maintenance?

In residence halls, every custodian has a board for repair requests. For more

information, contact your Resident Assistant (RA).

How does recycling/trash work?

In residence halls, room trash can be thrown out in garbage cans which are emptied by custodians.

Recycling bins are provided in each hall for glass, aluminum, paper and plastic. It is up to residents to empty recycling bins on a weekly, rotating schedule. There are various recycling areas for cardboard around campus as well. For more information, contact your Resident Assistant (RA) or visit the recycling website at www.bucknell.edu/x4777.xml.

How do I request funding for items and programs for my on-campus residential building?

RAs and students can request funding from the BSG Residential Affairs Committee (RAC) by completing Form B one week prior to a RAC Appropriations meeting. Additional funding will be granted for material expenditures, programming, and projects that promote community building in Bucknell University residence halls.

For more information and to download forms, visit the [RAC webpage](#).

How does off-campus housing work?

All undergraduate students are required to live on campus in a University-owned facility or University-related fraternity house unless they receive formal approval to reside off campus or commute from home (with a parent or guardian in residence).

The number of students approved to live off campus is determined each year. The process to gain approval to

live off campus for the 2009-2010 academic year has been revised and is no longer first-come, first-served. Beginning in the fall semester prior, students will be given a one week window of time to complete the online application and submit materials to live off campus for the following academic year. Each class year will be given a separate week to apply. Rising seniors apply first, then rising juniors, followed by rising sophomores. A randomly generated number will be assigned to each completed application. The off-campus housing selection process is entirely electronic and will provide e-mail confirmations along the way.

Remember, approval to live off campus is not guaranteed. Students are warned against signing a lease for an off-campus accommodation until they have received written approval from the Office of Housing and Residential Life.

Once approval is granted, the student has sole responsibility for locating a rental property, negotiating with the landlord and signing a lease.

For further information, contact the Office of Housing and Residential Life (OHRL), located in ELC 207. You can call 570-577-1195 (on-campus x71195) or e-mail housing@bucknell.edu.

INSTITUTIONAL**What is the structure of BSG?**

1. Executive Board

- Coordinates the resolutions and laws passed by the Congress and translates that expression to the students, faculty, administration, and community. Acts as the official liaison between the Bucknell University students and the rest of the

University community.

- Comprised of:
 - President, Jaspinder Kanwal
 - VP Operations, Ali Jones
 - VP Finance, Ted Lundeen
 - VP Administration, Krista Yancey

2. Executive Committee

- This committee is charged with coordinating all of the activities of BSG so that the whole student government remains informed about progress in the various committees.
- Comprised of:
 - BSG Executive Board
 - Committee chairs
 - Class presidents

3. Class Congresses

- Class congresses represent the needs and interests of each respective class and coordinate the activities for their class.
- Comprised of:
 - President
 - Vice President
 - Secretary/Treasurer
 - Ten Congress members
 - Two Alternates

4. BSG Committees

- Committees are designed to attend to the interests of the student body in each specific area. Each Congress member of BSG serves on a committee.
- Committees include:
 - Academic Affairs
 - Community Affairs
 - Fiscal Affairs
 - Internal Affairs
 - Multicultural Affairs
 - Public Affairs
 - Residential Affairs
 - Student Affairs

5. Appropriations Committee

- The Appropriations Committee attends to the financial needs of student organizations.
- Consists of:
 - VP Finance (chair)
 - Executive Board of BSG
 - Two Accounts Managers (one senior, one junior)
 - Ten Committee members

6. BSG Appointed Committees

7. Standing Committees

- Concert Committee
The Bucknell Concert Committee is a selective student committee with the primary goal to bring well known, high profile bands and artists to campus each semester.
- Lectureship Committee
The Bucknell Student Lectureship Committee is comprised of fifteen students. Each year, these students plan and promote anywhere from one to two lectures for students, faculty, staff and the community.

For more information regarding the make-up and overall description of Bucknell Student Government, please contact bsg@bucknell.edu or visit www.bucknell.edu/bsg.

What is the governance structure of the University?

1. Senior Staff:

Consists of the President of the University as well as the Executive Vice Presidents of the University. Their contact information and departments are as follows:

Brian C. Mitchell
President
219 Marts Hall
570-577-1511
bmitchel@bucknell.edu

Michael Smyer
Provost
217 Marts Hall
570-577-1561
smyer@bucknell.edu

Kurt Thiede
VP for Enrollment Management and Dean of Admissions
226 Marts Hall
570-577-1618
kthiede@bucknell.edu

Sam Lundquist
VP for Development and Alumni Relations
Cooley Hall
570-577-3604
lundquis@bucknell.edu

Wayne A. Bromfield
General Counsel
209 Marts Hall
570-577-1149
wbromfid@bucknell.edu

Pete Mackey
Chief Communications Officer
Judd House
570-577-3622
pmackey@bucknell.edu

David J. Surgala
VP for Finance & Administration
225 Marts Hall
570-577-3811
dsurgala@bucknell.edu

David Myers
Chief of Staff and Secretary of the University
219 Marts Hall
570-577-1511
myers@bucknell.edu

2. University Management Group:

Other than the Senior Staff, the President works with the UMG to discuss major policies and programs of the University. Members' contact information is as follows:

Rolando Arroyo-Sucre
Chief Officer for Diversity and Equity
226 Marts Hall
570-577-3850
rolando.arroyo.sucre@bucknell.edu

Param Bedi
Chief Information Officer
Bertrand Library
570-577-1557
param.bedi@bucknell.edu

John Hardt
Director of Athletics
Kenneth Langone Athletics and Recreation Center, G252
570-577-1232
jhardt@bucknell.edu

Marcia Hoffman
Director of Human Resources
Botany Building
570-577-1631
mhoffman@bucknell.edu

Susan Hopp
Dean of Students
Langone Center
570-577-1601
slh030@bucknell.edu

Ed Loftus
Director of the Office of Strategy Implementation
100D Roberts Hall
570-577-1458
ejl014@bucknell.edu

James Orbison
Dean of the College of Engineering
235A Dana
570-577-3711
jorbison@bucknell.edu

Jerry Rackoff
Assistant Vice President for Planning and Institutional Research
229 Marts Hall
570-577-3623
rackoff@bucknell.edu

Scott Rosevear
Associate Vice President for Development
Cooley Hall
570-577-3647
srosevea@bucknell.edu

Dennis Swank
Associate Vice President for Finance
120 Marts Hall
570-577-1505
dswank@bucknell.edu

Chris Zappe
Dean of the College of Arts and Sciences
230 Marts Hall
570-577-3293
zappe@bucknell.edu

Pledge of Student Responsibility

Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of civility and integrity in all areas of student and community life. Upon entry to Bucknell, students promise to observe the following points contained in the Pledge of Student Responsibility:

- As a responsible individual, from initial matriculation through commencement, I am fully and personally responsible for my actions and the consequences of my actions, whether on campus, in the environs of Bucknell or in more distant locations (such as study-abroad venues). Accordingly, I am responsible for knowing the policies, procedures and rules that govern student conduct. If I am unclear about my obligations, I will read the Student Handbook and/or consult with the Dean of Students Office.
- As an active participant in the educational community, I will give my highest priority to academic opportunities and commitments; social diversions or extracurricular undertakings must not conflict with my regular class attendance and participation, or with the timely, responsible fulfillment of class assignments for myself or others.
- As a responsible member of an academic enterprise, I must accept the obligation of academic honesty. I understand that plagiarism or cheating in any form is strictly prohibited. I understand further that academic honesty is required to maintain equity, to respect the work of others and to fulfill the fundamental developmental and educational goals of the University.

- As a member of the social community, I will respect individual differences and the rights of all others. I understand that bias on the basis of gender, handicapped status, national origin, race, religious belief, or sexual orientation, whether expressed in word or action, is repugnant, and that Bucknell will not tolerate harassment, discrimination, or violence against any person for any reason.
- As members of the global electronic community, I must apply these same measures of respect for individual differences and for academic honesty to my electronic interactions. In this form of communication, I understand that I represent Bucknell and myself to the world.
- As a citizen, when I am involved in academic work, in extracurricular affairs or in simple recreation, I will show respect for the property and physical environment of others, the University and the local community.
- As a person with a duty to protect and promote the health and safety of others and myself, I will have no contact with illegal drugs. In addition, I will obey external laws and internal regulations that apply to underage and/or irresponsible drinking. I also understand that alcohol and drug use compounds and does not excuse inappropriate or illegal behavior.

I understand this statement and I pledge to abide by its content and principles. I acknowledge that breaking my word and failing to keep faith with this statement can lead to sanctions, which can end at separation from Bucknell University.

IMPORTANT UNIVERSITY POLICIES

Following are some of the critical policies for students at Bucknell. For a more complete listing of all policies relating to students, please refer to the Student Handbook.

What is the policy on sexual assault?

Excerpted from the Bucknell Student Handbook 2008-2009:

Sexual assault is defined as threats of, or deliberate physical contact of a sexual nature which is against another person's will or without consent. In its most severe form, sexual assault is manifested by any form of sexual penetration in circumstances in which it was not reasonable for the perpetrator to believe that the victim had freely given affirmative consent to the act.

What is the policy regarding animals on campus?

Excerpted from the Bucknell Student Handbook 2008-2009:

Animals are generally prohibited in University buildings. Exceptions include seeing-eye dogs, animals owned by faculty and staff living in University buildings and animals approved for educational purposes.

Leashed animals are allowed outside on campus grounds, roads, and sidewalks. It is the owner's responsibility to control and clean up after his/her pet.

For more information, visit: www.bucknell.edu/x8500.xml.

What is the smoking policy?

Excerpted from the Bucknell Student Handbook 2008-2009:

Smoking is prohibited in all University buildings (including non-University owned fraternity houses). This policy is meant to promote the health and safety of all members of the campus community. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All faculty, staff and students share the responsibility of adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor.

For more information, visit: www.bucknell.edu/x5145.xml

What is the Appropriate Usage Policy?

Excerpted from the Bucknell Student Handbook 2008-2009:

The purpose of the policy is to promote the use of Bucknell's computing resources in an efficient, ethical and lawful manner. Most of the guidelines follow the general rules of common sense and common courtesy. It provides an overview of uses of University computing resources without exhaustively enumerating all such uses and misuses. By using the University computing facilities, resources and accounts, users agree to abide by the Appropriate Usage Policy.

For more information, visit: www.bucknell.edu/x5130.xml

The Alcohol Policy

1. Neither direct nor implied reference of any kind to the intended availability of alcoholic beverages may be made in any publicity for an activity.
2. The serving of alcoholic beverages must conclude by 1am if the activity is held in a University residence hall or house and by 2am if held in the Langone Center. All alcohol must be removed by 2am. At no other time may alcohol be present, possessed, served, and consumed in the public area of the facility.
3. Possession of, or serving of alcohol, from a common source at an event sponsored by any student organization (including but not limited to a beer ball, pony, beer keg, mixed punch or other communal dispensers) is prohibited at all times. The use of grain alcohol is prohibited. University funds (i.e., monies from departmental budgets, student activity fee allocations or BSG allocations) may not be used at any time to purchase, or provide by any means, alcohol beverages for a social event sponsored by a student organization. Students and/or student organizations may not sell alcoholic beverages, nor may they charge admission or accept donations at the activity where alcoholic beverages are available.
4. If the activity is to be held in a University-owned facility other than a fraternity house, a Space Reservation Form, from the Office of Reservation, Information & Conference Services (Langone Center) and a Social Event Registration Form (SERF) must be submitted to secure the approval of the appropriate Dean. All SERFs must be delivered to the Office of the Deans of Students by 12 noon on Wednesday preceding the date of the event.
5. Sufficient quantities of non-alcoholic beverages must be prominently and abundantly available at all times during the event. Sufficient snack foods also must be provided. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.
6. At all social events, alcoholic beverages must be dispensed in a segregated area. Only those 21 years of age or older may be admitted to the segregated area. Alcoholic beverages may be removed from the segregated area and consumed elsewhere in the facility only if the individual is wearing a valid wristband. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.
7. The quantity of alcohol present must be limited to a "reasonable amount" for the number of persons of legal age expected to be present. A "reasonable amount" of alcohol is that quantity which will be sufficient to serve each of those of legal age the equivalent of one 12-oz. glass of beer or one 6-oz. glass of wine or one 1-oz. of liquor in a mixed drink during each hour of the event.
8. Alcoholic beverages may only be dispensed by those individuals who have successfully completed the TIPS training program sponsored by the Deans of Students Office. An approved bartender must be 18 years of age. He/she may be an undergraduate student and could be a member of the organization sponsoring the social activity.
9. Approved security monitors must be utilized to monitor the segregated area where alcohol is dispensed. Their function is to guarantee that those entering the segre-

The Alcohol Policy

- gated area are wearing a valid wristband, which affirms they are of legal age. Security monitors must be of junior (class) rank or higher and may be a member of the organization sponsoring the social activity.
10. Student organizations hosting social events with alcohol in Larison Dining Hall, the Terrace Room or Hunt Formal must meet the following requirements and must attach documentation to the SERF (i.e., contract for service from the professional security officers) that these requirements have been met:
 - (a) a professional security officer must be employed by the sponsoring organization to monitor the event. This officer's responsibility is to assist the organization in the distribution of wristbands by checking ID cards at the door, monitoring the hallway adjoining the party area to ensure alcohol consumption remains in the party area, and maintaining crowd control; and,
 - (b) the sponsoring organization must employ a second professional security officer with the responsibility for monitoring the segregated area to ensure only those with valid wristbands are admitted to the segregated area, assisting the officers of the sponsoring organization in crowd control and removing participants who ignore or violate the requirements for sponsoring an event with alcohol.
 11. To gain admission to a social event, the student must present appropriate identification at the time of entrance. The required identification for a non-21-year-old Bucknell undergraduate is the valid Bucknell ID. Twenty-one-year-old Bucknell students wishing to consume alcohol must present a valid Bucknell ID and a valid driver's license or other photo ID to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a driver's license or other photo ID and another document which verifies identity and legal age) to gain entrance into a social event and/or to receive a valid wristband for admission into the segregated area for alcohol service.
 12. Intoxicated persons must not be served alcohol. Those arriving in an intoxicated state, even if of legal age, must be denied entrance. Underage persons in possession of alcohol, or found to be consuming (or who are intoxicated), as well as the student organization that permitted the violation (if applicable) will be cited for violation of the Student Code of Conduct or appropriate criminal statute.
 13. All members of the organization sponsoring the activity are responsible for controlling the safety and security of the event and the facility. Should an incident occur, the student organization sponsoring the activity should immediately notify Public Safety, provide identification and other information to assist them, and file appropriate charges according to the University's Student Code of Conduct or appropriate criminal statute. If one or more of these conditions are not met, the organization will be held responsible. The sponsoring student organization must ascertain the maximum capacity of the facility scheduled for its activity. The student(s) in charge of the activity must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.

OFF-CAMPUS

How does off-campus housing work?

All undergraduate students are required to live on campus in a University-owned facility or University-related fraternity house unless they receive formal approval to reside off campus or commute from home (with a parent or guardian in residence).

The number of students approved to live off campus is determined each year. The process to gain approval to live off campus for the 2009-2010 academic year has been revised and is no longer first-come, first-served. Beginning in the fall semester prior, students will be given a one week window of time to complete the online application and submit materials to live off campus for the following academic year. Each class year will be given a separate week to apply. Rising seniors apply first, then rising juniors, followed by rising sophomores. A randomly generated number will be assigned to each completed application. The off-campus housing selection process is entirely electronic and will provide email confirmations along the way.

Remember, approval to live off campus is not guaranteed and students are warned against signing a lease for an off-campus accommodation until they have received written approval from the Office of Housing and Residential Life.

Once approval is granted, the student has sole responsibility for locating a rental property, negotiating with the landlord and signing a lease.

For further information, contact the Office of Housing and Residential Life (OHRL), located in ELC 207. You can

also call 570-577-1195 (on-campus x71195) or e-mail housing@bucknell.edu.

What types of businesses are available in Lewisburg?

There is a wide variety of businesses in Lewisburg. The Lewisburg, PA website provides a business directory: www.lewisburgpa.com/businessDirectory.asp.

How do I arrange transportation to the airport?

Shuttles are offered to the Harrisburg Airport and train/bus station, as well as the Williamsport, Philadelphia and New York JFK airports during fall break, spring break, beginning of the semester and end of the semester. Reservations must be made in advance of the deadline.

To fill out a shuttle reservation form online: www.bucknell.edu/x8735.xml.

For a list of shuttle schedules for the upcoming breaks, click on this link: www.bucknell.edu/x8675.xml and search under the heading "Airport Shuttles (for breaks only)."

For more information, please contact the RICS Office, located on the second floor of the ELC on the uphill side. Stop by, call 570-577-3785 or e-mail transport@bucknell.edu.

What emergency services does Lewisburg provide?

1. Fire Protection/Ambulance Service

- To report a fire or summon an ambulance, dial x71111 from campus phones or 911 (Emergency Communications Center) from off-campus phones. The ambulance can also be summoned by calling

the Student Health Service at 570-577-1401.

2. Hospitals

- Evangelical Community Hospital, located approximately three miles from the campus, is a general hospital with specialists in almost every field. As a part of its outpatient service, the hospital maintains a 24-hour emergency department. If you need to use its facilities, you should first notify the Student Health Service at 577-1401 if possible. The University also utilizes beds at the hospital as its infirmary for Bucknell students.

- If health care is needed beyond the level available in Lewisburg, a tertiary health-care facility providing more specialized care is available at Geisinger Medical Center, located in Danville, about 15 miles from Lewisburg. For general information, call the Student Health Service at 577-1401 or contact GMC directly at 271-6339.

3. Police

The Bucknell campus is split between the Borough of Lewisburg and East Buffalo Township; each local municipality has its own police force.

- The Old Main quad area (Roberts, Kress, Trax), in addition to the "downhill" section of the campus, is in the Borough; the remaining part of the campus is in East Buffalo Township.

Both sections of campus are also under the jurisdiction of the Union County Sheriff. The Sheriff's office is in the Union County Courthouse on Second Street.

Any law enforcement officer may come onto campus at any time. The University campus is not a refuge from the larger society. However, campus facilities are the same as any private facility and cannot be entered by police without the occupant's permission or a properly executed, legal search warrant.

IMPORTANT PHONE NUMBERS

East Buffalo	
Township Police:	523-6320
Lewisburg Police:	524-5151
County Sheriff:	524-0513
State Police:	524-2662
Emergency:	911

PARKING/TRAFFIC REGULATIONS

How do I get a parking permit?

First-year students are not permitted to have cars on campus or in the Lewisburg area. If you believe you have extenuating circumstances, you can submit a written request to Gerry Commerford, Associate Dean of Students, at least five days in advance to bringing the vehicle to campus.

A parking map can be found online at www.bucknell.edu/Documents/PublicSafety/ParkingMap.pdf.

All vehicles on-campus must be registered with Public Safety. Parking permits can be requested at www.bucknell.edu/x6449.xml.

For any questions regarding parking permits, contact Lisa Lapp, Parking Enforcement Coordinator at 570-577-3333 or llapp@bucknell.edu.

How do I get approval for a campus vehicle?

Student groups can rent a University vehicle for official use from Transportation Services. A reservation form must be completed in advance and requires proper signatures.

Drivers must have completed the necessary training course(s) and must submit a complete passenger list to Transportation Services before departure.

For more information, visit Transportation Services, ELC 265 or e-mail transport@bucknell.edu.

How do I register a car for a visitor on campus?

By bringing a vehicle on campus, the operator is agreeing to comply with the regulations of Bucknell University.

Visitor parking can be located on the parking map online at www.bucknell.edu/Documents/PublicSafety/Parking Map.pdf in designated areas Monday through Friday, 7am to 5pm.

For an extended stay, every vehicle must be registered with the Parking Division of Bucknell University's Department of Public Safety. The vehicles must properly display a decal or temporary permit issued by the Parking Division. Request permits online at www.bucknell.edu/x6449.xml.

Parking decals or visitor permits that are not displayed properly are not considered valid and will be ticketed.

Guests to campus who wish to park on University properties may obtain permission from the Parking Division of Public Safety. Hosts are responsible for notifying their guests of the parking rules and regulations to ensure their compliance.

Students and employees are not permitted to park in visitor parking.

For more information, contact Public Safety at 570-577-3333.

MISCELLANEOUS**What activities are offered on the weekends?**

Activities and Campus Events (ACE), run through the CAP Center, is a student-run programming organization with the purpose of ensuring that no Bucknell student is bored on the weekends. ACE runs Uptown, Bucknell's on-campus nightclub, and plans trips, movies, contests, comedians, concerts and much more for Bucknell students. In addition, the Concert Committee, the Student Lectureship Committee, the Weis Center and various student organizations also offer a variety of weekend activities. Check the Message Center and on-campus advertisements for information about events offered.

For more information, visit the [CAP Center](#), ELC 306, or the [Weis Center](#).

How do I get to Walmart?

Walmart is located less than two miles north of campus on Route 15.

If you don't have a car, Bucknell runs shuttles back and forth from the 7th Street Parking Lot between 1pm and 4pm on Saturdays.

For more information about shuttles, contact Campus Activities and Programs, ELC 306, or call 570-577-1217 (on-campus x71217).

How do I get to the Susquehanna Valley Mall?

The [Susquehanna Valley Mall](#) is located south of campus, about three miles past the Route 11/15 merger.

If you don't have a car, Bucknell has a shuttle that leaves at 6pm from the 7th Street Parking Lot.

For more information, contact Campus Activities and Programs, ELC 306, or call 570-577-1217 (on-campus x71217).

What do I need to do in order to work on campus? What are the necessary tax forms for working on campus?

In order to work on-campus, students must complete W-4 and I-9 tax forms. Appropriate forms of identification must be presented as well.

For more information, visit www.bucknell.edu/x4870.xml or contact payroll@bucknell.edu.

How does the campus payroll work?

The pay period ends on Saturday every other week and students are paid the following Friday. Direct deposit of paychecks can be made to any bank through the Automated Clearing Housing System. To have your paycheck deposited into a checking account, a voided check must be provided. Depositing into a savings account requires your bank account number and your bank's routing and transit number.

For more information, contact the Payroll Office at 570-577-1248 or payroll@bucknell.edu.

What do I need in order to open a bank account downtown?

Copies of two forms of identification are needed to open an account. Acceptable forms of identification include a:

driver's license, passport, Bucknell student ID, social security card and major credit card (Visa, MasterCard or American Express).

For more information visit your bank:

- M&T Branch: 401 Market Street or call 570-523-1138.
- Sovereign Bank: 239 Market Street or call 570-523-1158.

What banking facilities are available on campus?

Two ATMs, Service 1st Federal Credit Union and M&T Bank are located in the ELC. Students should contact each bank for ATM locations and account information. Limited check cashing services may be available at the cashier on campus, but the University reserves the right to discontinue or charge for this service at any time

What do I do if I forgot my mailbox combination?

Your mailbox number and combination are located on your *myBucknell* portal.

1. Log on using your ID (ex: abc001) and password
2. Under *myInformation*, click on the link to "Student Mail Room"
3. Your mailbox number, combination, directions on opening your mailbox and campus address should be displayed.

What do I do if I get sick or hurt myself?

Health Services is located in the Ziegler Health Center ([Go to map](#)) and is open 7 days a week.

- General Hours:
Mon-Fri: 8am - 5:30pm
Sat-Sun: 10am - 2pm

OFFICES AND RESOURCES

Administrative Services

Marts Hall
570-577-3757 / kline@bucknell.edu
www.bucknell.edu/x2252.xml

Admissions

Freas Hall
570-577-1101 / admissions@bucknell.edu
www.bucknell.edu/x68.xml

Alumni Relations

Alumni House
570-577-3223 / alumni@bucknell.edu
www.bucknell.edu/x44471.xml

Athletics

Davis Gymnasium
570-577-1232
www.bucknell.edu/x119.xml

Bookstore

Ground Floor, ELC
570-577-1128
www.bucknellbookstore.com

Campus Activities and Programs

306 ELC
570-577-1217 / vmoore@bucknell.edu
www.bucknell.edu/x2322.xml

Campus Box Office(s)

Weis Center/Bookstore/Online
570-577-3700 / tickets@bucknell.edu
www.bucknell.edu/boxoffice

Career Development Center

101 Botany Building
570-577-1238 / cdc@bucknell.edu
www.bucknell.edu/cdc

Center for the Study of Race, Ethnicity and Gender

2-B Marts Hall
570-577-1545 / sreed@bucknell.edu
www.bucknell.edu/x3125.xml

Chaplains and Religious Life

109 Rooke Chapel
570-577-1592 / craven@bucknell.edu
www.bucknell.edu/x4663.xml

College of Arts and Sciences

113 Marts Hall
570-577-3292 / laversa@bucknell.edu
www.bucknell.edu/x4514.xml

College of Engineering

205 Dana Engineering Building
570-577-3711 / jorbison@bucknell.edu
www.bucknell.edu/x4513.xml

Communications

Judd House
570-577-3260 / sebright@bucknell.edu
www.bucknell.edu/x4728.xml

Corporate and Foundation Relations

Cooley Hall
570-577-3615
www.bucknell.edu/x1080.xml

Craft Center

7th Street Complex
570-577-1221 / gheuges@bucknell.edu
www.bucknell.edu/x2567.xml

Deans of Students

211 ELC
570-577-1601 / jna006@bucknell.edu
www.bucknell.edu/x4679.xml

Development and Alumni Relations

Cooley Hall
570-577-3200 / gritzer@bucknell.edu
www.bucknell.edu/x18886.xml

Dining

First Floor, ELC
570-577-1240 / dining@bucknell.edu
www.bucknell.edu/x4783.xml

Facilities

Geiger Physical Plant Building
570-577-1911 / pplant@bucknell.edu
www.bucknell.edu/x4764.xml

Finance Office

First Floor, Marts Hall
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Computer Center: 101 Computer Center
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While BSG is committed to providing the most accurate and current information in Bisonpedia, it is possible that some answers may be insufficient or out-of-date. BSG recommends that students contact the organization or office pertinent to his/her question to ensure a complete answer.

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