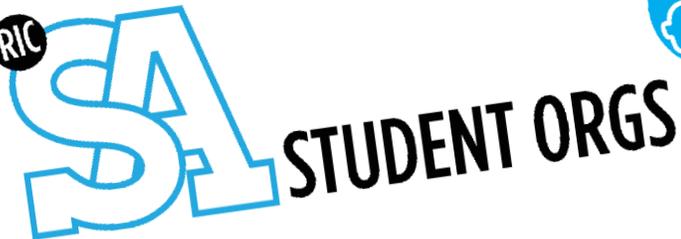


# QUICK GUIDES FOR STUDENT



RIC



## Student Union Directory:

Office	Phone	Fax
<b>Student Union Building</b>	456-8034	
<u>The Cafe</u> (1 <sup>st</sup> Floor)	456-8207	
<u>Welcome &amp; Information Center</u> (2 <sup>nd</sup> Floor)	456-8148	
<u>Campus Card Office</u> (2 <sup>nd</sup> Floor)	456-8394	456-8904
<u>Campus Store</u> (2 <sup>nd</sup> Floor)	456-8025	456-8551
<u>Convenience Store</u> (2 <sup>nd</sup> Floor)	456-8025	456-8551
<u>Student Union Office</u> (Rm. 408)	456-8034	

## Table Requests for the SU Lobby:

If you are interested in requesting a table to promote your organization's activities in the Student Union Lobby, submit a request through EMS for the Lobby space.

## Bulletin Boards:

Student organizations are welcome to post flyers for upcoming events and programs on the bulletin boards on the 3<sup>rd</sup> and 4<sup>th</sup> floors and in the Café – prior approval is not necessary.

## Event Planning Assistance:

Student Activities offers event planning assistance to student organizations as they formulate ideas for programs. Staff members are available to help with brainstorming program ideas, linking programs with the organization's purpose, navigating the space reservation system, developing a marketing plan, and generally helping to ensure event success. Call 456-8034 to setup an appointment or stop by Student Union 408.

## Student Union Welcome & Information Center

### Ticket Sales

1. The Student Union Welcome & Information Center can sell tickets for your upcoming event and deposit the collected funds directly into your student organization's on campus account.
2. In order to sell tickets at the Center you need to see Mark Paolucci ([mpaolucci@ric.edu](mailto:mpaolucci@ric.edu), 456-8035) in Student Union 408. You will need to submit a packet including an event flyer, ticket contract, and numbered tickets.
3. During the academic year the Center is open from 8am – 9pm Monday through Thursday, and 8am – 4pm on Friday.
4. The Center only accepts payment for tickets through Campus Points. To pay with cash, credit card, debit card, or check, students can go to Campus Card (456-8394) to put money into their Campus Points. Students can also add funds to their Campus Points by depositing cash in the machines located in the Library, Browne Hall, and Student Union Lobby. There is also an online option by logging into [ric.managemyid.com](http://ric.managemyid.com) and adding funds with a credit or debit card.

### Mailboxes

All recognized student organizations have a mailbox at the Welcome & Information Center. Groups can use the mailboxes for receiving mail from external organizations, leaving items to be picked up by other members, and collecting applications and other documents from students. Student Community Government, Inc. and Student Activities often leave important notices in these mailboxes so be sure to check them on a regular basis.

To have an external organization send you mail, use the following address:

Club Name  
Rhode Island College  
600 Mt. Pleasant Avenue  
Student Union Welcome & Information Center  
Providence, RI 02908

## Student Union Office Space

Recognized student organizations at Rhode Island College are eligible to apply for office space in the Student Union. Each April the Student Union Advisory Board accepts applications from student organizations who would like to request office space for the following academic year. To apply, please complete the online application, which can be found at [http://www.ric.edu/student\\_activities/student\\_organizations\\_directory\\_and\\_resources.php#SpaceRequest](http://www.ric.edu/student_activities/student_organizations_directory_and_resources.php#SpaceRequest). Please note that only student organizations who have submitted their officer information for the following academic year will be eligible to apply for office space.

## Student Union Staff

### Kristen Salemi

*Director*

Student Union (SU) 408  
(401) 456-8538, [ksalemi@ric.edu](mailto:ksalemi@ric.edu)

### Mark Paolucci

*Assistant Director, Operations and Services*

Student Union (SU) 408  
(401) 456-8035, [mpaolucci@ric.edu](mailto:mpaolucci@ric.edu)

### Marissa Weiss

*Assistant Director, Student Activities*

Student Union (SU) 408  
(401) 456-8149, [mweiss@ric.edu](mailto:mweiss@ric.edu)

### Michael Giacalone

*Program Coordinator, Student Activities*

Student Union (SU) 408  
(401) 456-2706, [mgiacalone@ric.edu](mailto:mgiacalone@ric.edu)

### Dennis Sousa

*Computer Manager*

Student Union  
Student Union (SU) 204  
(401) 456-8394, (401) 456-8844, [dsousa@ric.edu](mailto:dsousa@ric.edu)

### Becky Panzarella

*Administrative Assistant*

Student Union (SU) 408  
(401) 456-8034, [epanzarella@ric.edu](mailto:epanzarella@ric.edu)

Rhode Island College  
Office of Student  
Activities

Student Union 408

(401) 456-8034

@RICStuAct

[http://www.ric.edu/student\\_activities/](http://www.ric.edu/student_activities/)

Michael Giacalone  
Program Coordinator,

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