

Office of Student Life

Spring ICC information

WELCOME

- DEAN, REBECCA COBB – (626) 585-7385
- ADVISOR, CARRIE AFUSO – (626) 585-7386
- BOOKKEEPER, SHARON HINTON – (626) 585-3116
- FRONT DESK, TSININIA STURGES – (626) 585-7384

CC105 - BEHIND THE WIFI

MON - 8am to 4:30pm

TUE , WED, THUR - 8 AM TO 6:30 PM

FRIDAY 8 AM TO 4 PM

LANCERLIFE

- LANCERLIFE - new engagement platform for clubs
- What can it do?
 - A place for students at large to find your club
 - A place for you to publicize your events, post pictures, and news.
 - Club rosters
 - Connections
- Each club must complete the club registration on LancerLife to be officially recognized.

LINKS

- <http://LancerLife.pasadena.edu>
 - LanceLife link to the web page
- <https://fs27.formsite.com/qwYcwQ/form1/index.html>
 - Link to the funding package
 - Office of Student Life PCC –facebook page
 - This presentation will be posted there

Who has to register?

- All clubs must have a complete site on LancerLife
- If you were registered club last semester AND have a site up on LancerLife, you only have a short registration form to complete
- If you were a registered club last semester AND DID NOT complete a Lancer Life site you will have to complete the entire process as if you were a new club for the Spring
- New clubs must fill out the registration forms and complete a Lancer Life page

ACTIVITY REQUEST FORMS

- On campus events need to be turned into the **OSL 4 -6** weeks in advance of your event.
- Off campus events and events with a total cost over \$5,000 need to be submitted **8 weeks** in advance in order to be properly reported.
- All activities must take place during the Spring academic session.
- **LAST DAY TO HAVE AN EVENT JUNE 2ND**

OFF CAMPUS DEADLINES

If your trip is between	And	Then your ARF is due
March 1	March 21	Feb 6
March 22	April 4	Feb. 8
April 5	April 18	March 3
April 19	May 2	March 20
May 3	May 16	April 3
May 17	June 2	April 10

ADVISORS

- Only full time faculty can serve as your primary advisor, you may have part time faculty or full/part time classified staff as co-advisors
- Advisors need to be present at all events for the entire length of your event. (i.e. Club meetings and events)
- Advisor training is mandatory!
 - <http://pccosl.eventbrite.com/>

Meeting Rooms

- Clubs from Fall of 2017 keep the same rooms*
- New clubs complete your ARF
- ARF's that have been turned in are being processed
- No food in rooms
- Kindly share the space with instructors
 - Do not go in before the class has been released
 - Leave the room by 12:50-12:55 at the latest.
 - Keep the room set up the same
 - Switch off any computer / electronic equipment you use