

Mississippi State Home Page Guidelines and Policy For Student Organizations

Any registered student organization at Mississippi State may be included in Mississippi State's Webspaces within student organizations. Each student organization will be given access to Webspaces in which they can provide information about their organization when the organization leader has submitted the "Student Organization Webspaces Request Form" to the ITS Help Desk. The student organization president, the faculty advisor, and the Assistant Director of Student Life must sign this request. Suggested items to include on the home page are:

1. Name
2. Type (service, honorary, etc.)
3. Purpose statement (1 or 2 sentences, 25 words maximum)
4. Criteria for membership (if any)
5. President's name
6. President's local address
7. President's local telephone number
8. Advisor's name
9. Advisor's campus mail address
10. Advisor's campus telephone number
11. Regular meeting time (s), day (s)
12. Regular meeting place
13. Cost of membership (dues)
14. Scheduled special events/activities (registered through Student Activity Coordination Form)

Inclusion in the Mississippi State Webspaces is a privilege granted contingent upon the organization complying with all University Policies related to students. The University reserves the right to remove any student organization from the Webspaces if the university deems this action in the best interest of the institution. Any grievances may be addressed through the Student, Faculty, and Staff Organizations Committee.

Process Required to Create a Home Page for Your Organization

1. Pick up the form "Student Organization Webspaces Request Form" at the ITS Help Desk, 108 Allen Hall or download the form at: www.its.msstate.edu/Information/Documentation/helpdeskforms
2. Complete the form and have it signed by the president of the student organization.
3. The organization's faculty advisor must approve this request.
4. Submit the request to the Assistant Director of Student Life for approval.
5. Return the approved form to the Help Desk for authorization to prepare an organizational Home Page.