S.O.R.C.
Student Organization
Resource Center

Sponsored by
Student Government Association
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**Helpful Links:**

- Duquesne University: [http://www.duq.edu](http://www.duq.edu)  
- Student Government Association: [http://www.duq.edu/sga](http://www.duq.edu/sga)  
- SORC Website: [http://www.duq.edu/sga/sorc.cfm](http://www.duq.edu/sga/sorc.cfm)
**Purpose of the SORC Room**
The Student Organization Resource Center is a utility that is provided through the Student Government Association (SGA) and is to be used as a workspace for student organizations to create and complete projects. Access for organization executive board members can be requested (see Gaining Access to the SORC).

**Using of the SORC Room**
Because SORC is a Duquesne community workspace, we ask that you do not leave any personal items behind. SORC is a collaborative space, not a storage closet.

Please be courteous to the other organizations that are/will be using the SORC. If you make a mess, please clean it up. Clorox wipes and a broom and dustpan are provided.

To assist in saving electricity and for your convenience, the lights in the SORC are automatic.

Also, please do not take items out of the SORC room that belong there. These are for all organizations to use and are to remain in the room at all times. If items are missing from the SORC room, please let us know (see Item Request, Missing Item(s), Empty Items)

**Gaining Access to the SORC**
In order to gain access to the SORC, you will need to submit a form through the SGA website. The following information will need to be provided: Organization Name, Your Name, Your Position, Your DU ID Number, Your Email, Your Phone Number, and Your Advisor. If you are requesting access for other members of your organization, you will need to provide their name(s) and DU ID Number(s) as well. The request form can be found at http://www.duq.edu/sga/sorc.cfm.

**Disclaimer:** By submitting your name for access to the SORC, you are taking responsibility for what occurs during your time in the room. Eligibility for your organization to use the SORC depends on you.

As of: 1/18/11
Changing Your Organization’s Access to the SORC
If your organization has elections or if there has been a change in your leadership, please let SGA know. This can be done by filling out a form through their website at http://www.duq.edu/sga/sorc.cfm.

Becoming a Recognized Student Organization at Duquesne
If your organization is not yet an officially recognized organization at Duquesne, you will need to follow the steps on the SGA website to become one.

Security
In order to ensure the safety of the individuals using the SORC and the supplies provided, the door for the SORC has a swipe-access lock on it. You will need to submit a form to gain access to the SORC (see Gaining Access to the SORC). The room also has a 24-hour surveillance video system.

Printing
Color printing is a free service that SGA is providing through the SORC room. It is only to be used for organizational purposes, not personal. Please try not to waste the ink or paper. We will be monitoring this service to ensure that we are able to provide it to organizations in the future.

Recycling
There is a blue recycling bin in the SORC room for your convenience. Please recycle!

Problems, Concerns, Comments?

Computer Problems
If you are having an issue using the computers in the SORC, please contact us by submitting a problem through the SGA website (http://www.duq.edu/sga/sorc.cfm), or by stopping in the SGA office (Union Room 302).

Item Request, Missing Item(s), Empty Items
If there is a resource that is not provided in the SORC that you believe would be beneficial to have, or if you notice that items are missing from the SORC, or if you
have used the last of something, please let us know so that we can order or restock it. You can do this by submitting a form through the SGA website.

You can also go the Information Desk to have them check if there are any additional supplies in stock if you have used the last of something.

Comments
If you have any comments that you would like to share with us, we would appreciate your feedback. You can submit a comment through the SGA website at http://www.duq.edu/sga/sorc.cfm.

As of: 1/18/11