DIVISION OF STUDENT AFFAIRS
EMPLOYEE HANDBOOK
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Welcome to Student Affairs

Mission and Vision Statements:

The mission of the Division of Student Affairs is to engage, inspire, and challenge students through inclusive, holistic, student-centered programming. Our vision is “to promote academic success, health and wellness, service to others, civic engagement, appreciation of diversity, personal responsibility, and leadership.” We strive to fulfill our mission and implement our vision by improving and promoting “positive relationships and satisfaction throughout the division, within and between various levels and offices and between students and the division, including relationships with students.”

As I consider the preceding statements, four key words stand out to me: 1) Success 2) Service 3) Relationships and 4) Satisfaction. All four of these terms are inextricably connected. In other words, success (ours and our students’) depends entirely upon how effectively we render service and build strong, positive relationships with each other and our students. Moreover, satisfaction (ours and our students’) is built upon a solid foundation of the other three concepts combined.

As important as these four concepts are, however, there is one other unspoken element that trumps them all. This has to do with the unique attributes (our personal touch, if you will) that each of us brings to bear in our work. Nothing is more important than your smile, the way you connect with people, and the way that you handle difficult situations and find effective solutions to problems. The programs and policies we have created to help us fulfill our mission, realize our vision and attain our goals are empty and lifeless without the personal energy with which you infuse them.

James Morales
Vice President for Student Affairs
**How to Become a True Aggie...**

Today one can become a “True Aggie” by receiving a kiss on the “A” under a full moon at midnight by somebody who already is a “True Aggie”, or on Homecoming or A-Day by somebody who is not. The True Aggie tradition is run by the Student Alumni Association. You can find the “A” in front of our Historic Old Main building.

“Old Main is the landmark of Utah State University and remains the oldest academic building still in use in the State of Utah.”


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**The Scotsman**

Show me the Scotsman who doesn’t love the thistle
Show me the Englishman who doesn’t love the rose
Show me the true blooded Aggie from Utah
Who doesn’t love the spot where the sagebrush grows!!

---

**Utah State Fight Song**

Hail the Utah Aggies, we’ll play the game with all our might. See the colors flying, The Aggie Blue and Fighting White. How they stir us onward! We’ll gain the victory, All Right! Hail the Utah Aggies, we’re out to win so Fight! Fight! Fight!

*Utah State Hey! Aggies all the way!*

*Go Aggies! Go Aggies! Hey! Hey! Hey!*
Aggie Ice Cream

You scream, I scream,
We all scream for Aggie Ice Cream……..

Why is it so good? Well, Aggie Ice Cream has a 12% butterfat content. It’s aged slightly longer and contains less air than most commercial brands. People loved it so much, more flavors were created. Now, Aggie Ice Cream has 26 different flavors and is known around the world. While instructive, the creamery was also operated on a commercial basis, and students and visitors to campus could purchase cheese, butter, or generous portions of ice cream at the Dairy Products Laboratory in the Animal Science Building. Ice cold buttermilk could generally be had for the asking. The first taste of Aggie Ice Cream became a rite-of-passage on campus, and is fondly remembered by many students and alumni. So how is it known around the world? A Korean USU student named Duk-Man Lee loved the ice-cream so much, he devised a plan to take it home with him. He gathered a group of Korean business men, who proposed the idea to USU, and in June 2000, the first international Aggie Ice Cream was opened in Seoul, South Korea. Not only that, but Aggie Ice Cream was also the first ice cream to make it to outer space, thanks to USU’s aerospace technologies division.

Big Blue

Are you Big Blue? Probably not, however, you may not have known that Utah State’s mascot has some deep history. Originally Big Blue was a real white bull painted blue before each game. When the Spectrum was first built, however, there was concern that Big Blue would scuff up the new basketball court, so Big Blue was donned with red rubber boots. This was a disaster. Because of the damage done to the football field and the basketball court Big Blue was discontinued. In 1987 Big Blue got a second life when Student Athletics Vice President John Mortensen decided that Utah State should still have a mascot and spent $750 on a costume for Big Blue. The costume was somewhat of a disappointment because it was royal blue, not navy, had real animal horns, and was not easy to move around in. Big Blue took another backseat for two seasons until 1989 when a student pestered the cheerleading advisor to let him be the mascot.

A-Day

The Utah State Student Alumni Association hosts A-Day each year. It started as a day set aside each spring for all students and faculty members to give the campus a “thorough grooming.” During A-Day, students would participate in activities, such as projects, free lunch, assemblies, a football game on the QUAD, and a special student body dance. Today A-Day has turned into a week of activities and service projects. Some of the most popular include True Aggie Night, Day on the Quad, a 5K race, and Senior Celebration.
Training Checklist

Date

_______ Meet with one of Business Services representatives to complete an I-9. Make an appointment with melanie.maughan@usu.edu #435-797-9829 or sherice.rasmussen@usu.edu #435-797-9880

_______ Learn about new employee benefits information at https://hr.usu.edu/benefits/newemployee

_______ Obtain USU ID card (TSC 212) Optional $15.00 https://usucard.usu.edu/

_______ Purchase a parking permit https://parking.usu.edu/parking-information/index

_______ Review HR policies and procedures, pay particular attention to section 300: personnel policies, section 500: Operating policies, section 514: vehicle use policy, section 515: travel, 516 meals and entertainment. https://www.usu.edu/policies/

_______ Set up USU email account and voice mail brent.colledge@usu.edu #435-797-1333

_______ Complete USU Mandatory training

_______ If a P-Card is needed, please contact your Business Services Finance Specialist (link below for training) https://controllers.usu.edu/team/p-card_training

USU Mandatory Online Training

_______ FERPA - http://www.usu.edu/registrar/faculty-staff/ferpa

_______ Driver’s Training - https://risk.usu.edu/vehicles/drivers-training

_______ Sexual Harassment Prevention - http://aaeo.usu.edu/trainings/sexual-harassment-prevention

_______ Internet Security – New link coming

_______ Clery training -https://captivateprime.adobe.com/app/learner?accountId=1538&isDeepLink=true&certificationId=25352
Student Affairs Division Training

_____ Completed within the department and completion reported to Business Services:

- Violence in the Workplace: [https://training.usu.edu/quick-trainings/hr-pages/workplace-violence](https://training.usu.edu/quick-trainings/hr-pages/workplace-violence)
- Run/hide/fight: [https://dps.usu.edu/emergency/runhidefight/traininght](https://dps.usu.edu/emergency/runhidefight/traininght)

_____ Signed acknowledgement:

- Student of Concern
- QPR

_____ Workshop setting:

- Student Affairs Summer Training Series June-August
  - Americans with Disabilities Act
  - Veterans 101
  - SAAVI
  - Media Relations
    - Social Media
  - Diversity
  - Students of Concern
  - FLSA training: non-exempt right out of the gate 3 years

[Trainings-related image]
Departments of Student Affairs

Campus Recreation

https://www.usu.edu/campusrec/

Campus Recreation provides a diverse and intentional recreational program in a safe, inclusive, and accessible environment which enhances the social, mental, and physical well-being of the entire University Community.

Chase Ellis, Director #435-797-5716, ARC 218N

Center for Community Engagement

https://usu.edu/communityengagement/

Developing active citizens through community engagement and furthering USU’s land-grant mission, CCE empowers students to explore civic identity, develop leadership skills, and address community-identified needs, locally and around the world.

Sean Damitz, Director #435-770-6104, TSC 318

Counseling and Psychological Services

https://counseling.usu.edu/

Counseling and Psychological Services (CAPS) provides confidential mental health services to students on the Logan campus. By offering students a full range of counseling services in a friendly environment, we strive to help students achieve their personal, relational, and academic goals while at USU. Services are free of charge for qualified students.

LuAnn Helms, Interim Director #435-797-1012, TSC 306

Fraternity and Sorority Life

https://ususa.usu.edu/fsl/home

For over 150 years, fraternities and sororities have enhanced college life through service, academics, leadership, campus involvement, and growth. The fraternity and sorority community at Utah State University consists of eight fraternities, three sororities and alumni who value character, friendship, and commitment to bettering one another. The community is organized by two councils who oversee the chapters as their governing body. These council’s aids in helping the community uphold standards, policy and procedures, as well as community-wide activities.”

Paige Eidenschink, Coordinator #435-797-0292, TSC 326
Departments of Student Affairs Cont........

Inclusion Center

https://accesscenter.usu.edu

The Access Center promotes a vibrant student community at USU through multi programs and events to make sure that equality is a priority for all students at USU. We support student success through inclusive, student-centered programming that enhances the academic, cultural, and social experiences of students from diverse backgrounds.

Michelle Bogdan-Holt, Director #435-797-1728, TSC 315

Office of Student Conduct

https://studentconduct.usu.edu/index

The Office of Student Conduct will treat all students with fairness, consistency and respect. Our mission is to help each student to achieve success in their academic, living and learning environment. Our office will provide all available resources through Utah State University and other agencies to assist each student; victim, accused, Student Code violators and others to fulfill our mission.

Krystin Deschamps, Director #435-797-0977, TSC 220

Residence Life

https://www.usu.edu/housing/theme-housing/

Utah State University Residence Life provides support and community for all students living in on-campus housing. Residence Life provides opportunities for growth through activities, programs, and personal interactions with others. Get involved by participating with the Residence Hall Association Area Councils. With specialized Themed Housing you live the way you want! Themes keep you involved with what you’re passionate about. It’s totally optional, but definitely a great way to meet new people who share your interests. Residence Life helps create a student’s home away from home.

Whitney Milligan, Director #435-797-3123, 1125 No. 1000 E

Scholarships

https://scholarships.usu.edu/

The Utah State University Scholarship Office is dedicated to assisting students throughout their college careers by identifying resources to assist with educational expenses, coordination of funding from various resources and providing the highest quality of service.

Taya Flores, Financial Officer #435-797-1766, TSC Juniper Lounge
Student Health and Wellness Services

https://health.usu.edu/about-our-services/

The Student Health and Wellness Center’s mission is to assist students, staff and faculty in the development of life skill necessary to enhance their personal health and wellness. We offer basic health services by appointment and we also offer online scheduling. But we are unable to do any evaluations for designation of emotional support animals.

Brian Merrill, Interim Director #435-797-1660, 850 E. 1200 No

USUSA Student Involvement and Leadership Center

https://ususa.usu.edu/

USUSA represents every student at USU. Under the advisement of the Student Involvement and Leadership Center. Elected student leaders work with the student body and the administration at the university level to host events, campaign for student-centric initiatives, and advocate for students at USU. We prepare students to engage in the process of leadership through intentional student learning experiences.

Linda Zimmerman, Director #435-797-2912, TSC 326

Veteran’s Resource Office

https://veterans.usu.edu/

The Veterans Resource Office (VRO) was created to assist USU student veterans in their transition between the military and civilian environment. The VRO serves as the central switch board for the veterans who need information or assistance, whether it is regarding their VA benefits, USU related topics, or civilian matters. The VRO is also a place where the veterans can network with each other.

Tony Flores, Program Coordinator #435-797-7886, TSC 314
VICE PRESIDENT’S OFFICE FOR STUDENT AFFAIRS

https://studentaffairs.usu.edu/contact/index

James Morales, Vice President  #435-797-9250  james.morales@usu.edu
Suzanne Thorpe, Admin. Assistant  #435-797-9250  suzanne.thorpe@usu.edu
Eric Olsen, Associate Vice President  #435-797-3137  eric.olsen@usu.edu
Julie Richins, Admin Assistant  #435-797-3137  julie.richins@usu.edu
Krystin Deschamps, Dir. Student Conduct  #435-797-0977  krystin.deschamps@usu.edu
Morgan Walton, Case Manager  #435-797-0400  morgan.walton@usu.edu
Michael Bowen, Development Officer  #435-797-5719  michael.bowen@usu.edu

Business Services

Taya Flores, Financial Officer  #435-797-1766  taya.flores@usu.edu
Jennifer Seamons, Finance Specialist  #435-797-9466  jennifer.seamons@usu.edu
Vicki Laursen, Finance Specialist  #435-797-9826  vicki.laursen@usu.edu
Lore Clark, Finance Specialist  #435-797-0408  lore.clark@usu.edu
Melanie Maughan, Personnel Specialist  #435-797-9829  melanie.maughan@usu.edu
Sherice Rasmussen, Personnel Specialist  #435-797-9880  sherice.rasmussen@usu.edu
Kayleen Streator, Travel Specialist  #435-797-9825  kayleen.streator@usu.edu
Trish Blair, Transaction Specialist
Stephanie Durfee, Transaction Specialist

Information Technology

Brent Colledge, Systems Administrator  #435-797-1333  brent.colledge@usu.edu
Alejandro Montesinos, Student Tech  #435-797-7614  alejandro.montesinos@usu.edu
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<thead>
<tr>
<th>Service</th>
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<tr>
<td>Academic Success Center</td>
<td>#435-797-1128</td>
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<td>Admissions</td>
<td>#435-797-1079</td>
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<td>Business Services</td>
<td>#435-797-1766</td>
<td>TSC Juniper Lounge</td>
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<td>Campus Recreation</td>
<td>#435-797-5716</td>
<td>ARC</td>
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<td>Career Services</td>
<td>#435-797-7777</td>
<td>University Inn 102</td>
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<td>Center for Community Engagement</td>
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<td>Counseling &amp; Psychological Services</td>
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<td>Disability Resource Center</td>
<td>#435-797-2444</td>
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<td>Exploratory Advising</td>
<td>#435-797-3373</td>
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<td>Financial Aid</td>
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<td>Human Resources</td>
<td>#435-797-0216</td>
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<td>Inclusion Center</td>
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<td>Office of the Vice President</td>
<td>#435-797-1712</td>
<td>TSC 220</td>
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<td>Office of Student Conduct</td>
<td>#435-797-0977</td>
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<td>Parking</td>
<td>#435-797-3414</td>
<td>840 E. 1250 No.</td>
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<td>Registrar’s Office</td>
<td>#435-797-1116</td>
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<td>Residence Life</td>
<td>#435-797-3113</td>
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<td>Scholarships</td>
<td>#435-797-7171</td>
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<td>Student Affairs Information Tech</td>
<td>#435-797-1333</td>
<td>TSC 105</td>
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<td>Student Health &amp; Wellness Center</td>
<td>#435-797-1660</td>
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<td>Student Orientation &amp; Transition Serv.</td>
<td>#435-797-0283</td>
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<td>Student Support Services</td>
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<td>USUSA- Student Involvement</td>
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<td>Veterans Resource Office</td>
<td>#435-797-7886</td>
<td>TSC 314</td>
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USU Academic Colleges

Caine College of Arts

Utah State University's Caine College of the Arts represents the broadest interpretation of the arts: art as personal expression, art for art's sake, art as communication, art as an important social and political force, art for personal enjoyment, and art as a contribution to what it means to be both an individual and a part of the larger cultures that connect us.

College of Agriculture and Applied Sciences

Agriculture today is a dynamic, rapidly changing industry. It includes more than farming or producing food and fiber. It embodies all the occupations connected with the production, processing, marketing, and distribution of farm products.

College of Engineering

The overall mission of the College of Engineering is to prepare engineers and technologists to work in a complex technological world and create a better future by solving today's problems, engage in research and development that will improve engineering design and practice, and extend knowledge and research to industry and government.

College of Humanities and Social Sciences

Within the College of Humanities and Social Sciences are found those departments which provide career preparation in some of the most interesting and vital academic fields: the study of society, the governing of society and its history, communication in a number of languages, the various aspects of culture.

College of Science

"Prove it." Haven't heard that statement since you were on the grade-school playground? Well, get ready to hear it again. For the students and professors in Utah State's College of Science, it's the spirited challenge to discover that enlivens classrooms and labs with intellectual curiosity and inspires our students and faculty to create new knowledge for the betterment of humankind.

Emma Eccles Jones College of Education and Human Service

The Emma Eccles Jones College of Education and Human Services provides preparation programs for prospective teachers, for counselors and other professional personnel in education, and for professionals in the human services area and in corporate settings.

Jon M. Huntsman School of Business

As the Jon M. Huntsman School of Business we strive to create a supportive environment to help students become well-rounded, hard-working individuals in business and life. Our pillars of excellence include: Ethical Leadership, Entrepreneurial Spirit, Global Vision, and Analytical Rigor. Because of our motto 'Dare Mighty Things' our students are better prepared for real world experiences.

S.J. and Jessie E Quinney College of Natural Resources

The earth we live on. The air we breathe. The water that sustains us. These are the essential elements of life, and students in Utah State's College of Natural Resources (CNR) are the people who will manage them for future generations. They study in a program that's considered one of the best in the country.
Taggart Student Center Map

1st Floor
- 101 Computer Lab
- 102 Admissions
- 103 Quick Stop
- 104 Financial Aid
- 105 SOTS
- 106 Financial Aid
- 119 Campus Store Offices
- 120 Barbershop
- 121 Post Office
- 122 Campus Store
- 123 Campus Store
- 124 Copy Center
- 141 The Hub Food Court

2nd Floor
- 201 Ballroom
- 211 Marketplace
- 212 Card Office
- 215 Walnut Room
- 219 West Colony
- 220 Student Services
- Administration
- 221 Center Colony
- 223 East Colony
- 225A Math Tutoring
- 225B Conference Room
- 226 Juniper Lounge
- 226 Business Services
- 227 Auditorium
- 232 Dining Services
- 236 International and Sunburst Lounge
- 246 Registrars & Cashiers

3rd Floor
- 302 Education Outreach
- 304 University Advising
- 305 Academic Resource Center
- 306 Counseling Services
- 309 Women & Gender
- 310 CAPS
- 311 The Statesman
- 313 Access & Diversity
- 314 Veterans Resources
- 315 Access & Diversity
- 316 Student Services IT
- 318 Student Sustainability
- 323 Aggie Radio
- 325 USU/SA Offices
- 326 Student Involvement & Leadership
- 327 USU/SA Senators
- 329 USU/SA Programming
- 331 USU/SA Design
- 332B Service Center
- 333 SNAC
- 335 Classroom
- 336 Senate Chambers