SAC WELCOME LETTER

Dear President of Outdoors at UVA

Welcome to the Student Activities Center (SAC) at Newcomb Hall. The SAC is designed to serve as a versatile workspace and provide a hub for the more than 500 contracted student organizations at the University of Virginia. The SAC was created by and operates as a partnership between Student Council, Newcomb Hall, and the Office of the Dean of Students. The space and associated resources are available to all students involved in University of Virginia student organizations. The operating costs are covered completely by student fees, so it is important that equipment and supplies are used responsibly.

At the end of this letter you will find the computer user name and initial password for your organization, the copy code and printing allocation for your organization, your organization's mailbox number, and all other access information specific to your organization. Please distribute this information to your organization members at your discretion. At a minimum, we recommend that you provide this information to the officers of your organization. If at any time you believe the security of this information has been compromised, please notify SAC staff. Please note that should you misplace this information, the President of your organization may download a new copy of this letter from the Student Organization Information Management System (http://www.info.student.virginia.edu).

Policies and procedures for the space have been developed and implemented collaboratively by students and staff. Some important guidelines that you and your organization members need to be aware of are listed below:

SAC HOURS

SAC Hours beginning August 22nd, 2005 are:
 Monday – Thursday   10:00 am – 12:00 midnight
 Friday   10:00 am – 6:00 pm
 Saturday   12:00 noon – 9:00 pm
 Sunday   12:00 noon – 12:00 midnight

SAC PRINTING

For the 2005-2006 school year, printing and copying amounts for student organizations will be based on the printing and copying allocation given to an organization through the Student Council appropriations process. All organizations who did not participate in the appropriations process or did not receive printing and copying funds will be provided with 100 free pages from the SAC (25 for printing, 75 for copying). Your allocation is listed at the end of this letter. If your organization requires additional printing or copying services beyond those initially alloted, there are alternative means of printing and copying. Three options include:Any approved CIO may pay in advance for additional printing and copying privileges in the SAC. Pay-for-print forms are available at the entrace of the SAC and must be taken to the Newcomb Hall Ticket Office (by the Info Desk). Print/copy limits will be updated within 48 hours of the payment. Fees will be set at cost.UVa's Printing and Copying Services (PCS) has convenient locations and hours on Grounds. Student organizations are encouraged to take advantage of this service.Kinko's is offering a University contract rate for copying services to student organizations at UVa. This rate is available ONLY to student organizations for university-related projects. Discounts are not available for personal use. In order to receive this special rate, organization members must present a special discount card to the Kinko's staff. These cards, as well as brochures describing the services offered by Kinko's, have been placed in your organization's mailbox.

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COMPUTER ACCOUNTS

Computer User ID's and passwords will be issued to the president of all contracted student organizations. Distribution of this information to additional organization members will be at the discretion of the president. SAC staff will not have access to organization passwords, so they will not be able to distribute this information.

NETWORK STORAGE

Your organization has been allocated 20 MB of disk space on the Student Activities Center file server. You will see this space as the "H:" drive under the "My Computer" icon. Please be judicious in your use of disk space and clear files as they become obsolete.

WORKSTATIONS

The resources in the SAC are provided for student organization oriented work. If computer stations are not being used for student organization work, they are available for personal use. When all stations are in use please yield those being used for personal use to those waiting to use them for student organization work. Since there is only one Macintosh Graphics Workstation, it should be used primarily for student organization related work.

RESERVATIONS

The two (2) meeting rooms in the SAC are reservable exclusively by student organizations. The rooms may be reserved in 90 minute blocks through the SAC Gateway. If the rooms are not reserved, they can be used on a walk-in basis. In addition, student organizations may make meeting reservations for Newcomb Hall rooms through these other methods:Newcomb Hall meeting rooms 187, 389 and Board Room may be reserved through any SAC staff member if no setup is required. Detailed event reservations including setups may be made in the SAC between 2-4pm weekdays through a Reservations Office representative. Newcomb Hall reservations may be made during regular business hours at the Reservations Office located on the fourth floor. For information and reservation requests for all spaces on Grounds that can be reserved by CIO's, please refer to the System of University Reservations and Calendar of Events (SOURCE) at http://www.virginia.edu/source/

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ACCESS INFORMATION

We hope you enjoy and frequently use the Student Activities Center at Newcomb Hall. Student Council, Newcomb Hall staff, and Office of the Dean of Students staff will continually work to keep the services convenient and technologically advanced. We also need your assistance in letting us know what additional services and support will benefit your organization. Please e-mail us at sac-cioadmin@virginia.edu with your thoughts and feedback. Below is your SAC access information. We look forward to seeing you in the SAC!

SAC Workstation Logon:	*outdoors*
Default Password:	*wahoo*

This is a temporary password. All organization presidents should log-in to a SAC computer and change this password immediately (pres CTRL-ALT-DEL to change). The new password may then be disseminated to all organization members.

SAC Phone Number:	*434-924-4164*
SAC Fax Number:	*434-924-4186*

Copier Code:	*7508490*	*Black/White Allocation:*	*6.00*	*Color Allocation:*	*0.00*

Please note that for your black/white allocation, 75% is automatically set for use on the SAC copy machine and the remaining 25% is available for printing on SAC laser printers.

Mailbox:	*242*

Please use the following format in order to send or receive mail in the SAC:

<Organization Name>
Newcomb Hall - SAC
P.O. Box 400715
SAC Box <#>
Charlottesville, VA 22903-4715

Please note that the information contained in this document is only accurate for the start of the school year. Changes to your organization's passwords, copy amounts, etc. will not be reflected in this document.