Welcome, Calendar Update, and Question Form:
Ms. Roberta Morgan, Asst. Director of International Affairs Office
  o Congratulations to newly elected officers and new clubs
  o New officers and clubs attending today included –
    ▪ **Turkish Student Association**: Onur Kahveci, Pres; Firat Ersen, Secretary; Ugur Yildiz, Webmaster – Students shared a great poster and have updated their website [http://web.mst.edu/~tsa/index.htm](http://web.mst.edu/~tsa/index.htm)
    ▪ **Africa Student Association**: Uchenna Aboaja, Pres; Malek Elgmati, VP; Theresa Odun-Ayo, Secretary
    ▪ **Libyan Student Focus Group**: Faraj Zaid & Farag Muhammed
  o Student Life actions for club status
  o Important Reminders from Student Life, copied directly below from an e-mail received from Student Life.
    ▪ Call for Volunteers, Welcome Picnic, August 13, 2009
      ▪ RM will send request to ISAC listserv and officers can distribute this request to their respective listservs.
      ▪ Information Fair, afternoon of new student orientation; Carmina will be contacting the organization leaders.
  o Commencement – please attend to cheer for graduating international students! Especially for the event held for graduate students!
  o Reminder about campus e-mail
    ▪ Remind your members to check their e-mail on a daily basis. The university uses campus e-mail to notify students of important events and actions.

Sponsored Student Information, Immigration, Listserv reminders
Ms. Gene Beyer, Asst. Director of International Affairs Office
  o Listserv discussion –
    ▪ Two listservs send e-mails from International Affairs
    ▪ **SEVIS listserv** – all F-1 students and J-1 scholars are on this list; used for SEVIS information and updates only
    ▪ **IA listserv** – voluntary listserv, students can choose to be on the listserv or have their names removed.
    ▪ Discussion of how the IA listserv is used – the Office only wants to send materials that are of value to the students. Recent example – a Missouri S&T business student wanted to ask international students to complete a survey.
    ▪ Students at today’s meeting agreed that if the message should be sent if it is good for the campus. (note – the survey was sent to student leaders and they distributed the e-mail to their respective listservs)
Typical e-mails from the community will be from not-for-profit groups and charitable organizations offering free activities or events for international students.

Immigration updates
- Students asked for more information regarding CPT – CPT is Curricular Practical Training, students can gain work experience, CPT is the immigration authorization to work as a co-op student.
- OPT, Optional Practical Training – immigration authorization available to F-1 students after they graduate.
- For more on these types of work authorization, students can ask their international student advisor. Workshops are held every two weeks and the schedule for these workshops is posted in the office.
- Students reminded to change their local address in Joe’Ss if they are away from Rolla for more than 10 days. If they are traveling internationally, they should change their mailing address.
- Students reminded to make sure they have correct paperwork if they are traveling internationally. (Signed travel I-20)
- If students are applying for a visa they should take a copy of their transcript and a copy of the financial statement that was used for the I-20. They should bring a copy of their funding letter if they are sponsored by an agency or their government.

UPCOMING EVENTS CALENDAR

Commencement- May 15\textsuperscript{th} 6:00 PM for Graduates
-May 16\textsuperscript{th} 11:00 AM for Undergraduates
New Student Orientation & Information Fair-August 11, 2009
Diwali Festival-October 25, 2009
Turkish Independence Night – sometime around October 29, 2009
Spring Festival-February 14, 2010
International Student Day-March 7, 2010

International Affairs Student Advisor Update
- Carmina Arriola – Advises students whose last names begin with B-K and IEP students who are not from Saudi Arabia
- Harold Tubbs- Advises students whose last name begins in A and those whose last name begin with the letters V-Z and all students from Saudi Arabia.
- Kim Walker- Advises all students whose last names begins with L-U
- Walk-in hours 2:30-4:00 pm, Monday - Friday
Important Reminder for Student Organizations from Student Life department:
As the academic year winds down, please be sure to complete your responsibilities as an organization leader. Following is important information.

Organization Officer Information
As your organization completes election of new officers, please submit officer changes via email to stulife@mst.edu. We will update the organization president and organization secretary listserves. As the transition to new officers occurs, there will be an overlap in time where both the outgoing and incoming officers will receive information. The listserves will continue to be the primary communication during the summer months, so please check your email. The on-line databases will be updated at the beginning of the fall semester in August. Please do not attempt to make changes for the fall at this time.

Activity Fee Funds
Student organizations that have received student activity fee funds, club appropriations, campus events, professional projects, or non-varsity funds need to have financial transactions for the year completed no later than May 15. Funding appropriated for the current academic year will not carry forward and will be returned to the Student Activity Finance Board for redistribution.

Activity Permits and Campus Calendar
Get a jump on the fall schedule by requesting your meeting spaces before you leave for the summer (http://studentlife.mst.edu/reservations/index.html). If you know your organization’s calendar of events, get the dates on the calendar and rooms reserved. This will avoid the rush for space at the beginning of the semester and give you a better chance of getting your first choice for meeting/event space. In addition, be sure to submit your events to the campus calendar at http://calendar.mst.edu/index.html.

Organization Constitution and Bylaws
The Department of Student Life maintains files for all recognized student organizations. As a part of continued recognition, organizations are required to submit updates and changes in constitutions/bylaws to Student Life. If you have made changes to your constitution/bylaws, please submit updated copies of the documents to stulife@mst.edu. If you need a copy of your organizations documents, just let us know. Student Life staff will contact organizations that have not updated documents since the name change.

Group Websites
Most student organizations have websites. There are many websites that are out of date, have not been maintained, or no longer function. Student Life staff is the in process of determining the status of organization websites and will contact those organizations which need to update information.

Organization Mailboxes
All student organizations have mailboxes in the Student Life Office in the Havener Center. Most groups have someone who checks the mail periodically. All mailboxes will be cleared on June 1. Please check your group’s mailbox for important information before you leave for the summer.

If you have any questions, please contact Student Life.

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