



Life at LSSU

Stay Informed**Student Organization**

- **Handbook – Policies and Procedures**

Advising a Student Organization

Constitution of the Students

Student Handbook (Code of Conduct)

Contact Us

Health & Safety Services**Housing****Student Employment**

Procedures

Here at LSSU, we want to make your involvement experience a memorable one. Registered Student Organizations (RSO) are such a great asset to LSSU, we want to make sure that the transition to starting a new organization or engaging in a current one is seamless. This RSO handbook provides summarizes some of the policies and procedures here at LSSU. But don't worry about knowing every process and policy, come to the Campus Life Office to let us help you navigate these policies and procedures.

Our Campus Life Office is here to help you and your organization in your endeavors. Please stop by our office in the Walker Cisler University Center (Rm. 125) or contact us (campuslife@lssu.edu or 906-635-2236) to let us know how we can help!

Registered Student Organizations

Policies and Procedures

Campus Posting Policy

Posting Policy

Publicity for event on the Lake Superior State University campus is allowed for all officially recognized student organizations, clubs, academic classes and departments, and other non-academic LSSU departments. Advertising for events

be approved and the room reservation confirmed.

All publicity materials must indicate the name of the group sponsoring the event; the date, time, and location of the event; and contact information for the event. It is the responsibility of the sponsoring group to remove all postings within three days of the event. Publicity containing any of the following will not be approved and will be removed immediately if posted: Any reference to illegal substances, unless in connection with an education message or event.

- Any reference promoting the use of alcohol, unless in connection with an educational message or event.
- Offensive language or images and/or graphic illustrations.
- Language and/or graphic illustrations/images that dehumanize individuals on the basis of race, age, gender, religion, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by Lake Superior State University policy and/or applicable law.
- Any information that would violate local, state, or federal law or Lake Superior State University policy.

Please adhere to the following when posting:

- Only staples, tacks, or painters tape may be used to post flyers.
- Materials may only be posted on bulletin boards in hallways and classrooms designed for general use.
- Posting may not be attached to walls, doors, ceilings, or windows.
- Do not slide postings under doors or place on vehicles (no solicitation is allowed on campus).
- Postings may not cover, deface, or remove the posted materials of another group or event.
- All postings must be approved by the Campus Life Office.
- Maximum size of each flyer 11 x 17

at the discretion of the building staff.

For more event advertising options please consider these areas – touch screens (located in Cisler Center), OrgSync, [Campus Life Facebook page](#), event calendar, and/or Campus Life website. For more details contact campuslife@lssu.edu.

Non-compliance with posting policies will be referred to the Campus Life Office. Repeat violations of the posting policy may result in judicial action.

Public Posting Boards

Cisler Center

- Basement, near
- Sabin conference room
- East stairwell
- Outside of Quarterdeck

CASET

- Main entrance
- East-side doors entrance
- Basement (middle, stairwell, northside entrance)

Crawford Hall

- Main floor, near elevator
- 2nd floor, near main stairway
- 2nd floor, near elevator

Library

- Outside of Cappuccino Corner

- Above mailboxes

Brady

- Top of stairs towards basement
- By mailboxes
- 2 on each floor by bathrooms

Total flyers needed for all bulletin boards – 22

Revised February 2013

CONTACT INFORMATION

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