

Student Organizations – Quick Reference Guide

ACADEMIC SUCCESS

Primary Contact:

- Margaret Greer, Academic and Professional Success Lecturer, mgreer@uchastings.edu

Contact us for:

- Help planning and facilitating academic and bar exam success events.

ALUMNI OFFICE

Primary Contact:

- Jordan Ketring, Assistant Director of Annual Giving, ketringjordan@uchastings.edu
- General inquiries: AlumniCenter@uchastings.edu

Contact us for:

- Help seeking donations from companies, alums, and outside sources as we can potentially match donations, solicitation advice and follow-up notes from the College, letters confirm your 501(c)(3) status, etc.
- UC Hastings swag donations to gift alumni who participate in your events (available at our discretion subject to availability)

CAREER OFFICE

Primary Contact:

- Annabrooke Temple, Associate Director for Career Development, templea@uchastings.edu
- General inquiries: career@uchastings.edu

Contact us for:

- Help planning and facilitating career & professional development events.

COLLEGE EVENT CENTER

Primary Contact:

- Stella Cunanan, College Event Resource Assistant, cunanans@uchastings.edu
- Lan Tran, College Event Resource Coordinator, tranla@uchastings.edu

Contact us for:

- Room reservations & event logistics (including media service and facilities requests, ABC license forms, room protocols, etc.): cec@uchastings.edu
- Advertising in the Weekly: weekly@uchastings.edu

FACILITIES

Primary Contact:

- Sunny Dhamrait, Facilities Manager, Dhamrait@uchastings.edu
- All service requests should be submitted to: facilities@uchastings.edu.

Contact us for:

- Help with event setup and special needs. Please note that your original facilities request should be made when you reserve your room for an event on Astra.

FISCAL SERVICES

Primary Contact:

- Sandra Plenski, Associate Director of Fiscal Operations, plenskis@uchastings.edu
- All fiscal requests should be submitted to: fiscal@uchastings.edu.

Contact us for:

- Opening, accessing, or depositing funds in a UC Hastings account for your student organization.
- Help with the reimbursement process.

INFORMATION TECHNOLOGY/ HELP DESK

Primary Contact:

- All requests & questions should be submitted to: helpdesk@uchastings.edu and they will be individually answered.

Contact us for:

- Creating or accessing your student organization's "@uchastings.edu" email account.
- Questions about UC Hastings provided technology needs for your events (e.g. RegFox, Qualtrics, etc.)
- Creating/maintaining your website presence.

MEDIA SERVICES

Primary Contact:

- All service requests should be submitted to: media@uchastings.edu.

Contact us for:

- Help with media needs at events (including taping events, microphone and audio equipment, etc.). Please note that your original media services request should be made when you reserve your room for an event on Astra.

STUDENT SERVICES

Primary Contact:

- Leeja Patel, Director of Student Life, patelleeja@uchastings.edu
- General inquiries: studentservices@uchastings.edu

Contact us for:

- Registering your student organization (including approval of bylaws).
- UC Hastings swag donations for events (available at our discretion subject to availability).
- Checking out ice buckets, platters, etc. for events.
- General assistance or advice related to your student organization, including:
 - Transition and training for new officers
 - Leadership development training
 - Event planning advice
 - All miscellaneous questions