



## Scheduling Events on Campus

To facilitate the planning of events on and, at times, off campus, the Student Development office maintains two types of calendars (an actual calendar format and a list format) and a system for registration activities. Forms for registering the events can be found on the University's web page at: [https://www2.southeastern.edu/external/reg\\_activities/](https://www2.southeastern.edu/external/reg_activities/). Enter your "w" number and password. You will then be taken to a screen that asks you to click again to access the registration form.

All special activities are listed on the University's web page at: <https://www2.southeastern.edu/helios/>.

Notification of events of university-wide interest should be made to University Marketing and Communications at [umc@selu.edu](mailto:umc@selu.edu) for inclusion in the Southeastern By-Lion. When University facilities are required for events, space must be reserved through the individual(s) in charge of those facilities. A list of persons in charge of University buildings is maintained by the Vice President for Administration and Finance. It can be found on the University's web page at: [http://www.southeastern.edu/admin/safety/bldg\\_coor/assets/building\\_coordinators.pdf](http://www.southeastern.edu/admin/safety/bldg_coor/assets/building_coordinators.pdf).