

SOUTHERN UNIVERSITY MUSEUM OF ART AT SHREVEPORT (SUMAS)

**610 Texas Street, Suite 110
Shreveport, LA 71107
Tuesday – Friday, 10:00 a.m. – 5:00 p.m.
Saturday, 10:00 a.m. – 4:00 p.m.
(318) 678-4631**

Southern University Museum of Art at Shreveport (SUMAS) features art, artifacts and other treasured works of Africans, African-Americans and their descendants.

COMMUNICATIONS

E-Mail and Internet Services (Administration A-44)

Students who are currently enrolled at Southern University at Shreveport (SUSLA) may apply for e-mail accounts and Internet service accounts once they have completed the fee-payment process. These services are provided at no additional charge to students.

For information on E-mail and Internet access, contact ITC at (318) 674-3490.

Telephones

Office telephones are for the use of administrators, faculty and staff and should be used by students only with permission and for brief necessary calls. Pay telephones are provided for student use in the Student Center, Gym, and the New Classroom Building (NCR).

BULLETIN BOARDS/MESSAGE CENTERS

There are bulletin boards in each of the campus buildings. There is a large electronic marquee located in front of the Health and Physical Education Complex. Information and announcements for the students' benefit are regularly placed on these boards. All announcements placed on the bulletin boards must be approved and signed by the Vice Chancellor for Student Affairs or the designees. Announcements for the marquee should be submitted to the office of the Director of Student Services and Activities or to the Media & Public Relations Coordinator.

Here are examples of bulletin board announcements:

- a) Arrival of checks (financial aid, work-study, scholarship, refund, etc.)
- b) Notice to report to an administrative or faculty office
- c) Postponement of a scheduled activity

- d) Job openings
- e) Examination schedules
- f) Postponement or delays of a class or meeting
- g) Updated information relative to certain important events or procedures,
e.g. registration, advisement, assemblies, etc.

Scheduling and the general atmosphere of a commuter campus make it virtually impossible to make timely contact with each student individually. Therefore, it is very important, and students are strongly urged, to make reading the bulletin board a daily habit.

Announcements

In addition to the bulletin boards, announcements are often given by e-mail and verbally during an assembly (students are expected to attend assemblies). Printed announcements are circulated among classrooms for the instructor to read or have read in class. These are sometimes posted on the classroom door.

It is the student's responsibility to be aware of the information contained in these announcements.

Media Coverage

In an effort to keep the community abreast of University-related affairs, faculty, staff and students are encouraged to report any newsworthy matters to the ***Office of Media & Public Information*** via the designated sponsor. All information must be channeled through this office, where it is then forwarded to the media.

Because this type of information is usually public service, there is no guarantee that it will be announced; however, every possible effort is always made to see that it is. News should be submitted at least seven (7) workdays prior to the release date. Typed copies should be double spaced and inclusive of the five (5) Ws, e.g. who, what, when, where, why. News release forms are available from the Coordinator of Media & Public Relations.