

# ADDENDUM 1: SORC OPERATIONS

These updates are relevant to the ABOUT THE SORC section of the Handbook (pp. 14-15).

## OFFICE HOURS

The SORC may operate on different hours during the COVID-19 pandemic, including extended call hours on certain days to accommodate students attending school from different time zones. Refer to SORC emails and website for current hours.

Depending on the University Risk Posture, SORC staff may operate remotely. When SORC staff is operating remotely, certain services may not be available (see below). Students will be notified when the SORC staff moves to remote work.

## COPY AND PRINTING

When copying and printing services are available, the guidelines stated in the Student Organization Handbook still apply.

**High Risk Posture:** These services are not available.

**Elevated Risk Posture:** Student organizations may request copies via the [Copy Request Form](#). The SORC will notify organizations when the copies are available for pick-up and directions for doing so.

**Guarded Risk Posture:** Student organizations may request copies via the [Copy Request Form](#). The SORC will notify organizations when the copies are available for pick-up and directions for doing so.

## OFFICE SUPPLIES

When office supplies are available, the guidelines stated in the Student Organization Handbook still apply.

**High Risk Posture:** These services are not available.

**Elevated Risk Posture:** Student organizations may request copies via the [Supply Request Form](#). The SORC will notify organizations when the copies are available for pick-up and directions for doing so.

**Guarded Risk Posture:** Student organizations may request copies via the [Supply Request Form](#). The SORC will notify organizations when the copies are available for pick-up and directions for doing so.

## EQUIPMENT AND OTHER SUPPLIES

With the exception of the laminator, SORC equipment is not available until further notice. Laminating services will be available in the Elevated and Guarded Risk Postures. Email [sorc@pitt.edu](mailto:sorc@pitt.edu) if you would like to know more about these services. There is a nominal charge for lamination.

## MAILING SERVICES

Mailing services will be available to the extent that the SORC is able to accommodate them.

**High Risk Posture:** These services are not available.

**Elevated Risk Posture:** Student organizations may mail documents out via SORC mailing services. Set up an [appointment](#) to come to the SORC for to drop your mailing off.

**Guarded Risk Posture:** Student organizations may mail documents out via SORC mailing services. Set up an [appointment](#) to come to the SORC for to drop your mailing off.

## CONCESSIONS

**High Risk Posture:** These services are not available.

**Elevated Risk Posture:** These services are not available.

**Guarded Risk Posture:** These services are not available.