

# MUSC Office of the Provost & the Associate Provost of Education Innovation & Student Life

## Process for Non-Virtual Activities Updated December 29, 2021

University directives must be followed for all activities. MUSC students, faculty, and staff are aware of the directives. Every activity must maintain social distancing, use masks as noted below, and food or beverages are limited as stated below. *The process below must be followed for non-virtual activities from College and University Student Organizations. Once submitted via Engage, Student Programs or the College designee will review the submission and approve or deny it.*

### Non-Virtual Activity Requests from College and University Student Organizations

Non-virtual events must:

- A. Include the purpose of the non-virtual activity
- B. Follow the [MUSC University COVID Directives](#)
- C. Have at least one staff/advisor/preceptor/faculty/student who ensures the directives are followed.
  1. Indoor Events
    - i. Masks must be worn
    - ii. All MUSC-sponsored food events that require the removal of masks to eat in the proximity of others are canceled until further notice. Boxed lunches that can be taken away to eat privately are still allowed.
  2. Outdoor Events
    - i. Masks are strongly recommended outdoors if you are in close proximity to others.
    - ii. All MUSC-sponsored food events that require the removal of masks to eat in the proximity of others are canceled until further notice. Boxed lunches that can be taken away to eat privately are still allowed.
- D. Follow the request process for **College Student Organizations****
  1. The event request should be submitted to the Faculty Advisor for review
  2. Then the RSO (registered student organization) must submit it to Engage for approval by the college Dean/designee\*
    - i. Each college has a page where event requests can be created/entered by designated staff members
    - ii. Each registered student organization has an individual page where events can be created/entered by students/advisors with administrative rights
    - iii. The appropriate college designee will make the approval within Engage
    - iv. Once the event request is completed, the advisor(s) for each group will be notified via Engage, and the event can occur if approved

**E. Follow the request process for University-Wide Organizations**

1. The social event request should be submitted to the Faculty Advisor for review
2. Then the RSO (registered student organization) must submit it to Engage \* for approval from SPSD
  - i. Each registered student organization has an individual page where events can be created/entered by students/advisors with administrative rights
  - ii. A designee will make the approval from the Office of Student Programs & Student Diversity within Engage
  - iii. Once the event request is completed, the advisor(s) for each group will be notified via Engage, and the event can occur if approved

\*Relevant MUSC policy: [Professionalism and Standards of Conduct for Student Organizations](#)

**\* For any non-student organization/college-specific events, the Dean will need to be consulted and provide approval.**