

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

Process for Non-Virtual Activities Updated August 24, 2021

At all times, 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 noted 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.*

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. Boxed food/beverages can be taken outdoors and eaten with social distancing of 3 feet or taken away by the participant at the end of the event
 - iii. If social distancing (3 feet) can be ensured indoors, boxed food/beverages may be served and masks must be worn before and after eating/drinking
 2. Outdoor Events
 - i. No masks needed with social distancing (3 feet)
 - ii. Food/beverages allowed with social distancing (3 feet)
- 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

- 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

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

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