

MUSC Office of the Provost & the Associate Provost of Education Innovation & Student Life - 2021

At all times, university directives must be followed for all activities. MUSC students, faculty, and staff are aware of the directives.

Activity Requests from College and University Student Organizations

Listing an event in Engage by an organization:

- A. Include the purpose of the non-virtual activity
- B. Follow the [MUSC University COVID Directives](#)
- C. Follow any related student policies (see the Bulletin)
- 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
- G. 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](#)

**Updated May 24, 2021.

