

POLICY: 6Hx28:8-07



**VALENCIA
COLLEGE**

Responsible Executive:
Vice President, Student Affairs

Policy Contact: Director, Student
Development, ~~Student Activity~~

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: ~~12-20-2005~~ 03-12-2026

Date of Last Policy Review:

~~12-20-2005~~ 03-12-2026

Student Clubs and Registered Student Organizations

Policy Statement:

I. Valencia College (“College”) recognizes registered student ~~clubs and~~ organizations (“RSOs”) which exist to promote the social, educational, moral, and physical well-being of its students. ~~Student clubs and organizations~~ RSOs seeking to be recognized and desiring to maintain recognition must fulfill procedures, methods, and standards established by the College, ~~and each campus Student Government Association.~~ All ~~student clubs and organizations~~ RSOs are expected to adhere to all eCollege policies and procedures, and applicable city, state, and federal laws.

II. The College President shall adopt procedures to implement this policy.

Policy History:

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 03-12-2026; Formerly 6Hx28:10-09; Formerly 6Hx28:10-07

Related Documents/Policies:

New Registered Student Organization Recognition Draft Application Packet
College Policy 6Hx28: 06-06 – Student Activity Fee Expenditures
College Policy 6Hx28: 8-03 Student Code of Conduct

Procedures:

- I. Students interested in joining and/or learning more about RSOs at the College can visit a campus Student Development Office (see Appendix A) and/or the College's student development website for more information.
- II. The College has established a three-tier recognition system to assist and support RSOs in facilitating the development of services, training, levels of risk, and financial support based on the needs and level of involvement of the RSO:

A. RSO Tier Level 1 ("Tier 1"): A group of students with similar interests who:

1. may request meeting space on campus; and
2. are not required to host campus events.

B. RSO Tier Level 2 ("Tier 2"): A group of students with similar interests who:

1. may request meeting and event space on campus;
2. must participate in one (1) to two (2) on-campus events per term (Fall and Spring); and
3. may request student activities funding, event planning, and Student Development advising support.

C. RSO Tier Level 3 ("Tier 3"): A group of students on campus who consistently engage in College-related activities and who:

1. may request meeting and event space on campus;
2. must participate in one (1) to two (2) on-campus events per term (Fall and Spring);
3. may request student activities funding, event planning, and Student Development advising support;
4. interacts with the College's student body and College employees; and
5. may request funding for travel opportunities.

Note: Students interested in establishing a new RSO must complete and submit to the Student Development Office a new RSO Draft Application Packet for consideration by the College. If approved, all new RSOs must start at Tier 1. RSOs seeking tier promotion must complete an application process by working with the Student Development Office on their campus.

- III. RSOs consent to and agree to comply with all policies and procedures of the College as applicable and all applicable federal and state laws, rules, and regulations.

A. Membership in RSOs is open to all currently enrolled College students, regardless of any Protected Categories. Discrimination in membership or related activities is

prohibited based on race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, veteran status, or any other factor protected under applicable federal, state, or local civil rights laws and regulations (collectively, “Protected Categories”). For more information, see College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct.

B. The College’s Rules of Conduct shall apply to all students and registered student organizations. Any RSO may be held responsible for its actions under the principles of collective responsibility. For more information, see College Policy 6Hx28: 8-03 Student Code of Conduct.

IV. Guidelines for Posting Display and Distribution of Information

A. Printed and Online Materials

1. Nothing in this policy shall prohibit the distribution of materials in outdoor areas of general access as described in College Policy 6Hx28: 5-02 Speech, Expression, and Commercial Activity on College Property.
2. Campus ~~student activity~~ display areas are reserved for the sole purpose of promoting eCollege related activities and resources. These notices must be approved and posted by the Student Development Office.
3. The Student Development Office may provide guidance as to the preferred size and number of posters to be displayed for special eCollege-sponsored activities, such as dances, concerts, movies, and speakers.
4. Limited and specific open display areas are provided for materials from off-campus organizations, RSOs, offices/departments, and program causes, or functions. Procedures are described in number 8.
5. Limited and specific display areas are provided for items for sale ~~or for roommate~~ and rental housing options. These notices ~~should~~ are required to be submitted to the campus Student Development Office for approval at their discretion, listing and posting.
6. ~~Persons~~ An individual desiring to display posters, signs, or other materials on eCollege property within designated Student Development display areas must follow the procedures listed below:
 - a. The individual must submit a completed marketing request form electronically to the Student Development Office. The electronic form may be obtained by emailing the Student Development collegewide email at studentdevcw@valenciacollege.edu. Take the

~~item to be displayed to Student Development to be approved as to the time and place of its display.~~

- ~~b. If so approved, the~~If approved, the individual must take the approved item(s) to the Student Development Office for stamping and posting. will be stamped "Approved" and office personnel will be responsible for posting the approved item in the appropriate location.
 - ~~c. A representative from the Student Development Office will be~~responsible for posting the approved item(s) during the approved timeframe and in the appropriate location(s). No display should remain posted for a period of over two (2) weeks, unless otherwise determined by the Student Development Office.
- ~~7. Any distributed materials, whether printed or digital, must comply with College brand standards in consultation with the Student Development Office.~~
 - ~~8. Student Development provides students with the service of posting notices of articles for sale, general request, and wanted. Students desiring to use this service should submit in writing their request for such notices.~~
 - ~~9. The financial aid/veteran affairs office provides the service of posting job opportunities for students, as well as information relative to scholarships.~~
 - ~~10. Student organizations are provided with areas for posting information. Material for posting in these areas should be approved as to the time, place, and size of its display by the Student Development Office.~~
 - ~~11. Student organizations may also submit posters and notices for posting in other display areas through the Student Development Office.~~

~~B. Student Government Association~~

- ~~1. The Student Government Association (SGA) provides the service of posting SGA-related information.~~
- ~~2. During the two weeks preceding SGA elections, candidates may erect, hang, or post their campaign posters, banners, or signs without prior approval of Student Development.~~
- ~~3. Signs shall not be attached to windows, doors, walls or ceilings. Signs may be attached to bare concrete or trees without the use of nails, placed in the ground, or suspended as banners. Exceptions to this provision should be secured in writing from the campus student development office.~~

~~4. All posters should be taken down immediately following the election by each candidate.~~

~~5. In the event of a run-off election, the posters for the candidates involved should remain displayed only through the run-off election.~~

~~C. Campus Marquees~~

~~1. The Student Development Office on each campus is responsible for posting announcements on the campus marquees.~~

~~2. Written requests for announcements must be submitted to the Student Development Office according to their procedures.~~

~~D. Closed Circuit and LCD TVs on Campus~~

~~1. Messages must pertain to approved Valencia programs, procedures, or processes.~~

~~2. Requested messages are submitted to the Library AV department on each campus.~~

~~3. The graphic format is provided by Marketing and Media Relations.~~

~~4. Non-routine announcements must be approved by the Campus Provost Office.~~

~~E. Posting Information on Atlas~~

~~1. Messages must pertain to approved Valencia programs, procedures, or processes.~~

~~2. All messages must be signed with the name of the originator and their contact information.~~

~~3. Promoting specific classes via Atlas must be approved and submitted by the department dean. The classes are posted through the "Hot Classes" section in Atlas.~~

~~4. Event notices will be posted as Announcements.~~

~~5. Club and organization events and notices should be posted through the Atlas groups feature.~~

[H.V.](#) RSO Guidelines for Information Tables

~~A. Student Clubs and Organizations~~

~~B.A.~~ Recognized student clubs and organizations ~~RSOs~~ may host outside groups on campus for information tables sponsored by the ~~student club or organization~~ RSO. The RSO is responsible for notifying Campus Security about any outside groups being present. See Appendix B for the Campus Security contact list.

~~B.~~ The ~~student club or organization~~ RSO and the outside group representative must abide by College and campus policies and regulations. Any vViolations of such policies and/or procedures may result in sanctions up to and including denied future access.

~~C.~~ The ~~advisor of the RSO~~ student club or organization is responsible for submitting ~~the request to the campus Student Development Office~~ all space requests, which includes the request of rooms and tabling locations, through the College's scheduling platform for approval.

~~D.~~ Approval will be based on available campus space, resources, and balance with the campus activity calendar.

~~E.~~ The sSpace approval must be obtainedapproved at least one week in advance, including signed paperwork. The ~~eCollege~~ defines one week as seven (7) calendar days.

~~F.~~ The Student Development Office will assign the space to be used.

~~G.F.~~ The ~~student club or organization~~ RSO must have a representative as a host at the Information Table.

~~H.G.~~ The table must be ~~manned~~ staffed throughout the reserved time.

~~H.H.~~ The ~~student club or organization~~ RSO representative and hosted representative(s) must stay behind the table and only engage others who approach the table.

~~H.I.~~ Materials must be displayed on and behind the assigned tables.

~~J.~~ No audiovisual recording or amplified sound is permitted. Tabling events should not be disruptive to campus operations, which includes but is not limited to amplified sound.

~~III.VI.~~ Individuals with additional questions or seeking guidance and direction regarding aspects of this policy and procedures may contact the Student Development Office at the respective campus. See Appendix A for the Student Development contact list.

~~A. Armed Services~~

- ~~1. Branches of the Armed Services may request information tables on campus for recruitment purposes as authorized in the Solomon Act.~~
- ~~2. The Armed Services representative must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.~~
- ~~3. Military organizations must submit the request to the campus Student Development Office for approval.~~
- ~~4. Approval will be based on available campus space, resources and balance with the campus activity calendar.~~
- ~~5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.~~
- ~~6. The Student Development Office will assign the space to be used.~~
- ~~7. The Student Development Office will work with the armed services branches as a whole. Sub-units within each branch must coordinate their requests internally.~~
- ~~8. An Armed Services Branch can host a table no more than two times a month.~~
- ~~9. The Armed Services representative and hosted representatives must stay behind the table and only engage others who approach the table.~~
- ~~10. The table must be manned throughout the reserved time.~~
- ~~11. Materials must be displayed on and behind the assigned tables.~~
- ~~12. No audiovisual recording or amplified sound is permitted.~~

~~B. Career Placement Organizations~~

- ~~1. Career Placement organizations are those who have employment opportunities to offer to Valencia students.~~
- ~~2. Career Placement organizations may request tables to promote employment opportunities.~~
- ~~3. Career Placement organizations representatives must abide by campus policies and procedures in its activities on campus. Violation may result in sanctions up to and including denied future access.~~

- ~~4. Career Placement organizations must submit the request to the campus Placement Services Office for approval.~~
- ~~5. Approval will be based on available campus space, resources and balance with the campus activity calendar.~~
- ~~6. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.~~
- ~~7. The Placement Services Office will assign the space to be used except on West Campus where the Student Development Office makes the space assignment.~~
- ~~8. Career Placement organizations can host a table no more than two times a month.~~
- ~~9. The Career Placement organization representative must stay behind the table and only engage others who approach the table.~~
- ~~10. The table must be manned throughout the reserved time.~~
- ~~11. Materials must be displayed on and behind the assigned tables.~~
- ~~12. No audiovisual recording or amplified sound is permitted.~~

~~C. Transfer Institutions~~

- ~~1. Transfer Institutions may request information tables on campus to present college and university transfer options to Valencia graduates.~~
- ~~2. The Transfer Institutions representatives must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.~~
- ~~3. Transfer Institutions must submit the request to the campus Student Development Office for approval.~~
- ~~4. Approval will be based on available campus space, resources and balance with the campus activity calendar.~~
- ~~5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.~~
- ~~6. The Student Development Office will assign the space to be used.~~

- ~~7. An organization can host a table no more than two times a month.~~
- ~~8. The Transfer Institutions representative must stay behind the table and only engage others who approach the table.~~
- ~~9. The table must be manned throughout the reserved time.~~
- ~~10. Materials must be displayed on and behind the assigned tables.~~
- ~~11. No audiovisual recording or amplified sound is permitted.~~

~~D. College Offices and Organizations~~

- ~~1. College Offices and Organizations may request information tables on campus to promote programs that are directly related to their purpose.~~
- ~~2. College offices and organizations representatives must abide by campus policies and procedures. Violation may result in sanctions up to and including denied future access.~~
- ~~3. College offices or organizations must submit the request to the campus Student Development Office for approval.~~
- ~~4. Approval will be based on available campus space, resources and balance with the campus activity calendar.~~
- ~~5. The space must be approved at least one week in advance, including signed paperwork. The college defines one week as seven (7) days.~~
- ~~6. The Student Development Office will assign the space to be used.~~
- ~~7. College offices and organizations representatives must stay behind the table and only engage others who approach the table.~~
- ~~8. The table must be manned throughout the reserved time.~~
- ~~9. Materials must be displayed on and behind the assigned tables.~~

~~No audiovisual recording or amplified sound is permitted.~~

Procedure History:

Adopted 7-11-2018; Amended 03-12-2026

Date of Last Procedure Review: ~~07-11-2018~~03-12-2026

Appendix A: Student Development Location and Contact Information

<u>Campus</u>	<u>Campus Location</u>	<u>Phone Number and/or email</u>
<u>Downtown Campus – Union West</u>	<u>Union West Suite 200</u>	<u>407-235-3820</u> <u>studentengagement@ucf.edu</u>
<u>East Campus</u>	<u>Bldg 5, Rm 212</u>	<u>407-582-2313</u> <u>studentdeveast@valenciacollege.edu</u>
<u>Lake Nona Campus</u>	<u>Bldg 1, Rm 147</u>	<u>407-582-8058</u> <u>studentdevlnc@valenciacollege.edu</u>
<u>Osceola Campus</u>	<u>Bldg 2, Rm 150</u>	<u>407-582-4158</u> <u>studentdevosc@valenciacollege.edu</u>
<u>Poinciana Campus</u>	<u>Bldg 1, Rm 116</u>	<u>407-582-8057</u> <u>studentdevpnc@valenciacollege.edu</u>
<u>West Campus</u>	<u>Bldg 3, 147</u>	<u>407-582-8055</u> <u>studentdevwest@valenciacollege.edu</u>
<u>Winter Park Campus</u>	<u>Bldg 1, Rm 200</u>	<u>407-582-7677</u> <u>studentdevwpc@valenciacollege.edu</u>

Appendix B: Campus Security Contact Numbers

<u>Campus</u>	<u>Phone Number</u>
<u>Accelerated Skills Training – Advanced Manufacturing Training Center (contact Osceola Campus)</u>	<u>407-582-4000</u>
<u>Accelerated Skills Training – Downtown Center (contact West Campus)</u>	<u>407-582-1000</u>
<u>East Campus</u>	<u>407-582-2000</u>
<u>Fire Rescue Institute Training Facility (contact West Campus)</u>	<u>407-582-1000</u>
<u>Lake Nona Campus</u>	<u>407-582-7000</u>
<u>Osceola Campus</u>	<u>407-582-4000</u>
<u>Poinciana Campus</u>	<u>407-582-6500</u>

<u>School of Public Safety</u>	<u>407-582-8000</u>
<u>UCF/Downtown Campus (contact West Campus)</u>	<u>407-582-1000</u>
<u>Valencia College Heart of Florida United Way Center for Accelerated Learning – Northwest Orlando</u>	<u>407-582-3600</u>
<u>West Campus (24 hours per day/7 days per week)</u>	<u>407-582-1000</u>
<u>Winter Park Campus</u>	<u>407-582-6000</u>

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