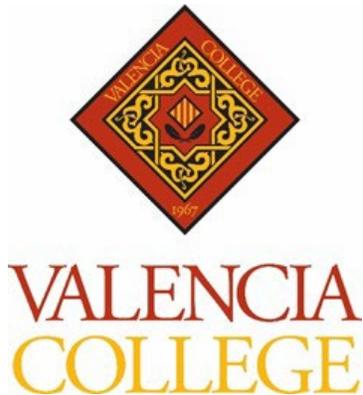


**POLICY: 6Hx28:8-07**



**Responsible Executive:**  
Vice President, Student Affairs

**Policy Contact:** Director, Student Development

**Specific Authority:** 1001.64, F.S.  
**Law Implemented:** 1001.64, F.S.

**Effective Date:** 03-12-2026

**Date of Last Policy Review:**  
03-12-2026

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## Registered Student Organizations

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### Policy Statement:

- I. Valencia College (“College”) recognizes registered student organizations (“RSOs”) which exist to promote the social, educational, moral, and physical well-being of its students. RSOs seeking to be recognized and desiring to maintain recognition must fulfill procedures, methods, and standards established by the College. All RSOs are expected to adhere to all College policies and procedures, and applicable city, state, and federal laws.
- II. The College President shall adopt procedures to implement this policy.

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### Policy History:

Adopted 12-11-74; Amended 1-19-83; Amended 11-18-92; Amended 12-20-05; Amended 3-12-26; Formerly 6Hx28:10-09; Formerly 6Hx28:10-07

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### Related Documents/Policies:

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

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**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 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 display areas are reserved for the sole purpose of promoting College 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 College-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 programs.
5. Limited and specific display areas are provided for items for sale and housing options. These notices are required to be submitted to the campus Student Development Office for approval at their discretion, listing and posting.
6. An individual desiring to display posters, signs, or other materials on College 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](mailto:studentdevcw@valenciacollege.edu).
  - b. If approved, the individual must take the approved item(s) to the Student Development Office for stamping and posting.

- 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.

## V. RSO Guidelines for Information Tables

- A. RSOs may host outside groups on campus for information tables sponsored by the 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 RSO and the outside group representative must abide by College and campus policies and regulations. Any violations of such policies and/or procedures may result in sanctions up to and including denied future access.
- C. The advisor of the RSO is responsible for submitting 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. Space approval must be obtained at least one week in advance, including signed paperwork. The College defines one week as seven (7) calendar days.
- F. The RSO must have a representative as a host at the Information Table.
- G. The table must be staffed throughout the reserved time.
- H. The RSO representative and hosted representative(s) must stay behind the table and only engage others who approach the table.
- I. Materials must be displayed on and behind the assigned tables.
- J. Tabling events should not be disruptive to campus operations, which includes but is not limited to amplified sound.

- 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.

**Procedure History:**

Adopted 7-11-18; Amended 03-12-26

**Date of Last Procedure Review: 03-12-2026**

**Appendix A: Student Development Location and Contact Information**

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

**Appendix B: Campus Security Contact Numbers**

<b>Campus</b>	<b>Phone Number</b>
Accelerated Skills Training – Advanced	407-582-4000

Manufacturing Training Center (contact Osceola Campus)	
Accelerated Skills Training – Downtown Center (contact West Campus)	407-582-1000
East Campus	407-582-2000
Fire Rescue Institute Training Facility (contact West Campus)	407-582-1000
Lake Nona Campus	407-582-7000
Osceola Campus	407-582-4000
Poinciana Campus	407-582-6500
School of Public Safety	407-582-8000
UCF/Downtown Campus (contact West Campus)	407-582-1000
Valencia College Heart of Florida United Way Center for Accelerated Learning – Northwest Orlando	407-582-3600
West Campus (24 hours per day/7 days per week)	407-582-1000
Winter Park Campus	407-582-6000