

COR Cubical Guidelines

Each semester, the North Campus Student Life & Leadership Development (SLLD) Office may assign Student Clubs & Organizations shared office space in which to conduct their administrative activities. These offices can only be used while the Center is open for business unless under the Club Advisor is present and prior arrangements have been made with SLLD. All office equipment and materials belonging to the Student Life & Leadership Development should remain in the offices. Students are expected to behave and use the space and resources appropriately as defined, but not limited to *Expectations of Student Conduct* in the College Catalog. For student organization office guidelines, please refer to:

1. Cubical Assignments:

- a. Cubicles are assigned annually from May to May.
- b. If there is more demand for space than there space available, two organizations may be asked to share a cubical.
- c. Groups that request space but do not receive it will be placed on a waiting list.
- d. At the end of each fall term, we assess the usage. If an organization is not using their space, we will re-assign it to a group on the waiting list.
- e. Decisions about assignments based on the following priorities:
 - i. An organization had office space last year and made good use of it.
 - ii. An organization did not have space last year, but was fairly active (in terms of events, meetings, etc.).
 - iii. An organization did not have space last year, and was not active.
 - iv. An organization had office space last year, and did not use it.

2. Cubicles:

- a. Students using office space shall keep the area clean and tidy so that others can enjoy using the space. Common courtesy is expected to maintain cleanliness and a positive professional appearance in the offices.
- b. Cubical windows must be kept free of posters or papers that will block the view of the office.
- c. Use of office wall space is to be determined by organization(s) housed in each office.
- d. Organization(s) members may decorate their office space in appropriate and non-offensive ways.
- e. Cubicles should not be used for large meetings. Please be courteous and watch noise levels so not to disturb others.

3. Office Computers:

- a. There is one computer for use by organization(s) using the cubical.
- b. Priority for computer use is given to conduct official organization business. Courtesy should always be extended for computer needs required for organization business.
- c. Computers should not be locked if another organization is sharing the cubicle.

4. Meeting Room

- a. Reservations to use the COR for meetings can be made by marking the reservation calendar.
 - i. If an organization cancels a meeting, be courteous and erase the reservation so others desiring to use the room, know it is available.