

UCLA New Student Orientation Fairs 2023: Format, Calendar, and Guidelines

Contact

For questions or concerns please contact:

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Format & What To Do As A Representative

The New Student Orientation Fairs will take place during day one of each first-year New Student Orientation Session from **5:30-6:30pm**. On these dates registered organizations will be able to host a small table for new students to meet members and ask questions about what you do or the services you provide.

Check-In will begin at approximately 4:45pm outside the BruinCard Office. Representatives will line up to sign-in with NSAP staff and collect nametags and the group sign for participation. Please do not block the entrances to Ackerman or Kerckhoff Halls! Representatives will then be able to select one 3'x3' table (or half a 3'x6' table) for the day's Fair. Do not leave belongings or group members at a table until after you have checked in. **We will release any unclaimed tables to Standby groups if assigned organizations have not arrived by 5:00pm.**

Groups not assigned a particular date may still utilize our Standby List at any unassigned Fair. Representatives for these groups may sign in on the Standby List at the check-in table anytime during Check-In. Once all assigned groups have checked in we will assign any remaining tables to groups on the Standby List, typically around **5:00-5:15pm**.

Representatives are expected to:

- be limited to one table and no more than two people
- fit displays and materials within the confines of their table
- remain behind their table and out of the corridors throughout the Fair
- be welcoming and respectful to all students and visitors
- follow instructions from NSAP
- return the group sign at the end of the Fair

Please review the full Guidelines for Participation below.

Students in the session will have dinner provided to them during the New Student Fair. This **food is not for representatives** who may be tabling. If there is food left at 6:15pm, however, staff will allow representatives to partake of the food.

We will also typically raffle off some of our New Student Orientation swag to participating groups who remain in good standing so be stop by the Check-In table at the end of the Fairs to see if you've won.

Calendar

101: Wednesday, July 5

102: Monday, July 10

103: Wednesday, July 19

104: Wednesday, July 26

105: Tuesday, August 1

106: Wednesday, August 9

107: Monday, August 14

108: Monday, August 21

109: Tuesday, August 29

110: Wednesday, September 6

111: Wednesday, September 13

Groups that are confirmed to participate in the New Student Orientation Fairs are expected to meet all scheduled commitments. Failure to show up to scheduled sessions or misconduct will be grounds for revoking participation in some or all 2023 New Student Fairs and will impact 2024 assignments. You may review the cancellation policy under Guidelines for Participation.

Registration Timeline

(1) REGISTRATION - COMPLETE!

Complete Group Registration by 11:59 pm Friday, June 14. There is no priority given to early registration.

(2) ASSIGNMENTS - COMPLETE!

Official assignments will be sent out by Wednesday, June 21 to the email listed in your group's registration.

Guidelines for Participation

The following guidelines are intended to create a welcoming environment for new students and set standards for participation. All organization participants are expected to know and follow these guidelines, as well as to comply with NSAP instructions.

1. No more than two members or representatives per organization can be present at each New Student Fair table. Representatives may be asked to show their BruinCard (or similar identification) at check-in, and each person must wear a nametag that will be issued at each Fair. Representatives are required to know New Student Orientation Fair guidelines and follow instructions from ASUCLA and New Student Academic Programs staff. Representatives in excess of the two-person limit will be asked to leave immediately.
2. One table with two chairs will be provided for each organization present at each Fair. Conversely, each table must have a representative. If groups wish to combine efforts and share a table while still adhering to the two-representative-per-table limit, they may do so.
3. Any materials (such as handouts, flyers, signs or other displays) may be used at tables, as long as they do not obstruct other groups' tables or use offensive or defamatory language. Please do not tape anything to the Ackerman Union walls. Sales of any kind are not permitted at the New Student Orientation Fairs. Any items being distributed should be appropriate for the audience. No alcohol or illegal substances, or promotion of their use, are allowed anywhere within the environs of the New Student Orientation Fairs.
4. Please be friendly and courteous to all students participating in the New Student Orientation Fairs - coercive or harassing language or tactics are strictly prohibited. Similarly, representatives must remain behind their table during the fair. No group or organization may leave their table to approach students and solicit them to their table.
5. All groups must uphold the New Student Academic Programs' policy of tolerance and respect for all students regardless of background, identity and/or ability.
6. All groups and organizations participating in the New Student Orientation Fairs are subject to rotation based on availability of space and diversifying the nature of the organizations represented to students at each fair. The "Standby" list is available at each Fair to all organizations that submitted an application and were accepted, and may be utilized by any such group that was not assigned that particular date.
7. Only registered UCLA student organizations and university-affiliated departments are eligible to participate at the New Student Orientation Fairs. The New Student Orientation Fairs are intended to be a place to provide organization information to incoming students. Please do not use the fairs as an opportunity to promote other issues/programs outside of your organization's scope/focus.
8. In the interest of maintaining a diverse cross-section of campus organizations and maximizing opportunities to table, groups represented by an overarching entity will not be assigned tables. In most cases these sub-entities may utilize the Standby list if desired. E.g.: Individual **Club Sports** teams or **USAC** offices are represented by Recreation and USAC at each fair, but may make use of the Standby List.

***Individual chapters represented by the six Greek councils** (IFC, PHC, NPHC, LGC, AGC, MIGC) may not table at the Fairs, as determined by NSAP and Fraternity and Sorority Life.

9. Groups are expected to report any changes in availability no less than 48 hours in advance of a scheduled Fair. Groups are allowed one (1) “no-show”, defined as an unreported or last-minute (less than 48 hours) cancellation/no-show. After two no-shows the organization will forfeit all remaining assignments for the summer. The organization may still utilize the Standby list.
10. Any violations of the above guidelines may jeopardize a group’s participation at the New Student Fairs. New Student Academic Programs will issue written notices to groups and their SOLE advisors who do not abide by the guidelines. Should a group receive more than one notice, the group will be notified by NSAP of whether they will be allowed to participate in future fairs. This can carry over to summer 2024. Organizations choosing to table on Bruin Walk who interfere with New Student Session programming, harass students, or engage in other disruptive behavior may be referred to the appropriate office, UCLA Student Group Conduct, and/or the Dean of Students

All representatives are expected to be familiar with and follow New Student Orientation Fair Guidelines, as well as comply with instructions from ASUCLA and NSAP staff. To sign up go to <https://forms.gle/A6LPZavAYc5TAcQM6>. Deadline again is June 14 at 11:59PM.