

STUDENT ENGAGEMENT TEAM (SET) Space

Statement of Policy & Text

The SET Space is dedicated to the use of student clubs and groups for meetings, club projects, and work sessions; it is available by reservation through Astra. The room can accommodate as many as 30 people.

Need for the Policy

Student Success and Engagement is committed to providing a space for student clubs and groups to advise users of service and appropriate policies.

Reserving and Accessing the SET Space

- Access FalconLink from the MyCedarCrest homepage
- Click on the AstraSchedule icon
- Click the ‘Events’ tab at the top left and select ‘Request Event’
- Select ‘Student Event Space Request’
- Complete the Request Form
- Click Add Meeting
 - Fill in Meeting Details- Date and Start/End Time
- Click Assign Room
 - Select BUT SET Space
- Hit Submit

After submitting the request, the requester will receive an email to confirm the appointment for the space. Students will need to swipe into the SET Space with CCC ID cards. Groups must leave the room in a clean condition.

Please Note

When not reserved, the SET Space may be used by students; during reserved times, the reserving group has priority, though other students may be present in the space.

Questions? Contact Student.Engagement@cedarcrest.edu