The official date for student organizations to start registering for the 2015-2016 academic year is **August 1, 2015**. Organizations who registered prior to that date will need to re-register their organization in order to keep all registered student organization privileges. Annual re-registration is required for all organizations. There is no registration deadline.

**Registration Requirements:**
To become a registered student organization at UWG, you will need:

- A University advisor (must be full-time, paid monthly, faculty or professional staff)
- A constitution (organization governing document)*
- At least 5 student members
- An organization roster listing all members **AND** their UWG email addresses*

*Please be prepared to upload these documents into the online registration form.

More information about the registration requirements can be found on the [CSI website](https://www.westga.edu/csi). Email Laura Petrus at lkeath@westga.edu for assistance.

**Registration Process:**

**Existing Organizations (registered for 2014-2015)**
Please note: To be able to re-register an organization, a user must be an administrator of that portal. Contact lkeath@westga.edu with questions or portal accessibility issues.

1. Log-into the University of West Georgia OrgSync community using your UWG username and password (quick access to OrgSync at westga.edu/orgsync).
2. Go into your organization’s portal on OrgSync (can be found by clicking My Memberships at the top right, or by typing the organization’s name into the search bar at the top).
3. Hover over Settings on the right, then click Organization Settings (only portal admins will be able to see this)
4. Click green Update and Renew Profile button.
5. Update fields with the appropriate information for 2015-2016, including submitting an updated roster. If the constitution on file has changed, you will need to upload your current constitution.
6. Continue to the end and submit.
7. OrgSync will email the Organization President and Advisor asking for their approval. Both approvals are needed.
8. President attends a Student Organization President’s Meeting. Email Laura Petrus at lkeath@westga.edu to schedule.**

**NEW Organizations (not registered for 2014-2015)**

1. Gather all registration requirements listed above.
2. Log-into the University of West Georgia OrgSync community using your UWG username and password (quick access to OrgSync can be found at westga.edu/orgsync).
3. Click on Browse Organizations tab on the Community Home page (clicking the UWG logo in the top left corner will direct you to the Community Home page).
4. Click on the green Register New Organization button on the right.
5. Select Student Life.
6. Fill in all information on each page and submit.
7. OrgSync will email the Organization President and Advisor asking for their approval. Both approvals are needed.
8. President attends a Student Organization President’s Meeting. Email Laura Petrus at lkeath@westga.edu to schedule.*

**The first Student Organization President’s Meeting of the year will be held at Lead Day on August 20. Registration for Lead Day will be open on August 1 in OrgSync.**