Student Organization Registration, 2018-2019

To be active this upcoming academic year, you must complete all registration requirements regardless of if you have completed them in the past. Registered student organization can reserve space on campus, post flyers, and hold fundraiser and event on campus.

Registration Requirements and Steps:

- **Step 1**: Meet the basic requirements to be a student organization
  - At least 5 student members and a member roster with names and UWG email addresses for all members (excel spreadsheet, please)
  - Constitution
  - Full-Time (paid monthly) University Faculty/Staff Advisor
- **Step 2**: Update your organization profile in OrgSync or submit your new organization request
- **Step 3**: Submit your President/Advisor Review Forms (read description below as this process has changed)
- **Step 4**: Attend a Student Organization President’s Meeting (President’s attendance required)

Update your organization’s profile in OrgSync or submit your new organization request

New Organizations:
To submit your initial registration request and create your OrgSync portal, click on Organizations on the homepage of OrgSync, then select the green “Register New Organization” button on the right.

Existing Organizations:
- **Option 1**: Go into your organization's portal in OrgSync and click on the big orange box on your homepage.
- **Option 2**: Go into your organization's portal in OrgSync, hover your mouse over Settings on the right and click Organization Settings, then select Update and Renew Profile

If you don’t see either option, you might not be an administrator of your portal. Contact Kynnith Francis-Vaughan, kvaughan@westga.edu.

President/Advisor Review Forms
Every student organization president must complete a series of review forms each re-registration period and for each organization he/she serves as the president of. These review forms contain specific University policies that all organizations must agree to follow before they are able to register. Once registration updates are made, the president and advisor will receive an email from OrgSync (subject: New Forms to Complete). Use the link in the email to fill out all 4 forms and submit your position. Your advisor is also required to fill out these review forms and submit their position. An organization cannot complete the registration process without all review forms submitted by the President and Advisor. The required policies presidents and advisors will be asked to review and agree to are:

- President/Advisor Statement of Responsibility
- University Hazing Policy
- Alcoholic Beverage Policy & Civil Rights of Students Assured
- Single-Sex Student Organization Guidelines

President’s Meeting
The Student Organization President’s Meeting will cover University policies and updates as well as a quick review of OrgSync. Typically, this meeting doesn’t take more than about 45 minutes. Multiple group president’s meetings will be offered throughout the Fall semester with the first taking place at Lead Day in August. During the Spring semester, these meetings can be scheduled via appointment. The President’s Meeting should be attended AFTER you update your organization's profile in OrgSync.

As the President’s Meeting schedule is updated, available dates can be found in the Student Organization President's portal in OrgSync. Be sure to register for your meeting by RSVPing as space is limited and cannot be guaranteed if you don’t pre-register. **The organization president’s attendance is required at this meeting for it to count toward your re-registration requirement.** Other officers are welcome to attend if interested.