

STUDENT ORGANIZATION ANNUAL REGISTRATION QUICK GUIDE

Please refer to the 2021-22 Student Organization Manual for complete information

ANNUAL REGISTRATION IN 3 EASY STEPS

THESE MUST BE COMPLETED BY THE CORRESPONDING DEADLINES BELOW. ALL FORMS AND TRAINING CAN BE FOUND IN THE STUDENT ORGANIZATION LINK CANVAS COURSE

1. Student Organization Registration Form

Any current officer can complete this form (please coordinate to avoid duplicate submissions).

2. Student Organization Officer Training

This training needs to be completed by ALL REGISTERED OFFICERS. Scores of 90% or higher are considered passing.

3. Advisor Acknowledgement Form

Your ADVISOR needs to complete this form found in the Student Organization Advisor Link Canvas Course.

JULY 15TH

Forms and trainings required to complete Annual Registration open. All events and purchases are on hold until Annual Registration closes. Institutional organizational email passwords will be reset and provided via email within the status email sent after successful completion of registration and training.

AUGUST 15TH

STANDARD DEADLINE

Student Organizations who have successfully completed registration and have submitted an Annual Budget Allocation Request will be eligible for budget review. Organizations who have not completed registration by this date will not receive active status or be eligible for funding.

AUGUST 1ST

PRIORITY DEADLINE

Student Organizations who have successfully completed registration and have submitted a Annual Budget Allocation Request will be eligible for budget review.

AUGUST 16TH

ACTIVITY MAY BEGIN

Request form for events, room requests, and purchasing will be open for organization who have successfully completed all components of Annual Registration.

UPDATED COVID-19 RESTRICTIONS

SUBJECT TO CHANGE

At the time of publication all COVID-19 restrictions have been lifted, should any new restrictions be put into place by the university an announcement will be posted on the SOL Canvas course to notify student organization leaders of the effects on student organization business.