HOW TO REGISTER
YOUR STUDENT ORGANIZATION

NEW ORGANIZATIONS

1. Get started / NOW Meeting

You must attend New Organization Welcome (NOW) Meeting with Student Activities staff to discuss your organization and the registration process. After your NOW meeting, pending approval, you will receive a link to register your organization in the online management system.

2. Register / Select your window

Registration windows occur twice each year. Your organization must complete the annual registration requirements in your window. We recommend you select your window based on when your organization transitions leadership.

AUTUMN WINDOW: AUGUST 15 – OCTOBER 30
If your organization holds elections on an academic year cycle (transitions happen in the Spring), we recommend you choose this window

SPRING WINDOW: FEBRUARY 1 – APRIL 15
If your organization holds elections on a calendar year cycle (transitions happen in the Fall), we recommend you choose this window

If you need to change your registration window, email **csls@osu.edu**

ALL ORGANIZATIONS

1. Training / Learn the job

Presidents and Treasurer are required to complete an online and in-person training every year. Advisors complete training every other year.

Register for in-person training at:
go.osu.edu/StudentOrgTraining

Complete online training at
go.osu.edu/StudentOrgLogin

2. Online Forms / Submit your info

Update every year with your organization's latest information.

3. Approvals / Ask your Advisor

Online Advisor Approvals are needed for both registration and goals.

A GUIDE TO REGISTRATION STATUS

✓ ACTIVE

Registration has been fully completed before your window has closed
You have access to many resources including: funding, meeting space, and more!

New/Re-Established I and II
Organizations that have been registered for less than 2 continuous years and/or with less than 15 members; all registration requirements completed before the window is closed.

Established
Organizations that have been registered for at least 2 continuous years and have at least 15 members; all registration requirements completed before the window is closed.

⏱ PENDING

Registration is in-progress and your window is still open.
You will have access to full University resources for student organizations after completing your registration requirements. All organizations are pending when their registration window opens.

☹ INACTIVE

Registration has not been completed before your window has closed.
You have no access to University resources. Inactive status is not permanent. Complete missing requirements to regain your "active new/re-established I" status.

REGISTRATION CHECKLIST

CHECKLIST

- ☐ PRESIDENT TRAINING
  Online and In-person

- ☐ TREASURER TRAINING
  Online and In-person

- ☐ ADVISOR TRAINING
  Every other year

- ☐ GENERAL INFO

- ☐ ROSTER

- ☐ CONSTITUTION

- ☐ GOALS (2)

- ☐ ADVISOR APPROVALS (2)

  - ☐ *Registration*

  - ☐ *Goals (2)*

GENERAL INFO

- Target demographics
- Contact Information
- Organization photo and logo
- Other details

ROSTER

- At least 5 Ohio State
  Student Members
- 3 Required Officer Roles
  - *President*
  - *Treasurer*
  - *Secondary Leader*
- Advisor*
- All other members

CONSTITUTION

- Purpose statement
- Officer titles and duties
- Member selection and
  removal process
- Officer selection and
  removal process
- Non-discrimination statement
- Additional sections as they
  apply to the organization
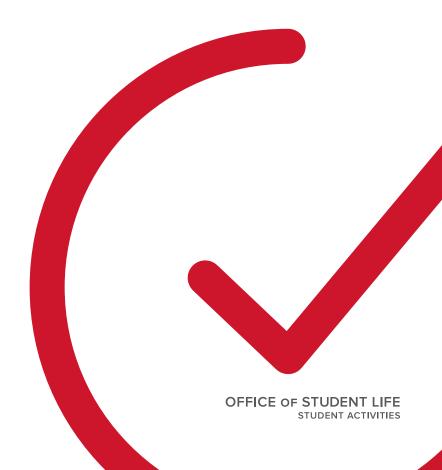
GOALS

- Set at least two goals
- Advisor's approval

* Does not count toward member minimum

RESOURCES

How to register:
go.osu.edu/StudentOrgRegistration

Student Org Resources:
go.osu.edu/StudentOrgResources

To request Student Org Success coaching:
go.osu.edu/sosco

Complete online training and updates:
go.osu.edu/StudentOrgLogin

THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE
STUDENT ACTIVITIES