

How to Register

YOUR STUDENT ORGANIZATION

General Info

AUTUMN WINDOW: AUGUST 15 – OCTOBER 30

SPRING WINDOW: FEBRUARY 1 – APRIL 15

Student Organization Registration is an annual process. To achieve Active status, student organizations must complete the following:

Registration Checklist

1. TRAINING / LEARN THE JOB

President and Treasurer are required to complete an online module and live training every year. Advisors complete training every other year.

Register for live training at go.osu.edu/StudentOrgTraining

Complete online module at go.osu.edu/StudentOrgLogin

President Training

- Online module
- Live training

Treasurer Training

- Online module
- Live training

Advisor Training

- Every other year

2. ONLINE FORMS / SUBMIT YOUR INFO

Update every year with your organization's latest information.

General Info

Roster

Requirement of five students on roster, including primary leader, secondary leader and treasurer with 90% of students from Columbus campus.

Constitution

Organizations must utilize the Constitution Guide

go.osu.edu/ConstitutionTemplate
go.osu.edu/ConstitutionGuide

Goals (2)

3. APPROVALS / ASK YOUR ADVISOR

Complete every year with your organization's latest information.

Advisor Approvals (2)

- Registration
- Goals (2)

Resources

How to register:

go.osu.edu/StudentOrgRegistration

To request Student Org Coaching appointment:

go.osu.edu/StudentOrgCoaches

Complete online module and updates:

go.osu.edu/StudentOrgLogin

Council on Student Affairs (CSA):

go.osu.edu/StudentOrgGuidelines

A GUIDE TO REGISTRATION STATUS

PENDING

Registration is in-progress and your window is open.

Your organization will have access to all benefits of being a Active organization after completing your registration requirements. All organizations are Pending when their registration window opens.

ACTIVE

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

Active Organizations

Have been registered for less than two continuous years and/or with less than 10 members.

Established Organizations

Have been registered for at least two continuous years and have at least 10 members.

INACTIVE

Registration has not been completed before your window has closed.

Your organization does not have access to the benefits of being an Active organization. Inactive status is not permanent. Complete missing requirements to regain your "Active" status.