



Student Involvement

Registration Process for the Fall Semester:

The registration process must be completed every fall semester for the organization to register for the new academic year. The process is as follows:

1. Your club's OrgSync profile must list the current president, vice-president, treasurer, all advisors, and eight student members and their ID numbers. Only the site administrators can access the profile (if you need admin access, please call our office).
 - ❖ Click on Settings from the menu at the left, update the second page of the profile (scroll down to the bottom of the first page and click Next to go to second page).
2. Officer Agreement must be completed by the president, vice-president and treasurer (while logged in under their own accounts)
 - ❖ Click on Forms from the menu at the left and complete the Officer Agreement online
3. Advisor Agreement must be completed by your advisor(s). If you are advisor to more than one organization, you only need to complete one Advisor Agreement and list all of the clubs you advise on the last page of the Agreement. Please note that the president, vice-president and treasurer will be listed as designees unless you specify otherwise on the last page of the Agreement.
 - ❖ Click on Forms from the menu at the left and complete the Advisor Agreement online
4. President and Advisor must watch the videos and complete the Video Questions for Presidents or Video Questions for Advisors. Presidents are required to complete the video process every fall semester. Advisors must complete the process every two years (if you completed it last year, you do not need to complete it this year)
 - ❖ Click on Videos from the menu at the left and watch the videos
 - ❖ Click on Forms from the menu at the left and complete the Video Questions for Presidents (or Advisors)