

## HOW TO BECOME A REGISTERED STUDENT ORGANIZATION FOR FALL 2023

# 01

### **SUBMIT YOUR NEW STUDENT ORG APPLICATION BY JULY 17, 2023 OR ORG RENEWAL APPLICATION BY JUNE 30, 2023**

Both undergraduate student organizations (USO) and graduate student organizations (GSO) should submit their materials by these dates in order to be on track for recognition for the Fall 2023 semester.

# 02

### **WAIT FOR COMMUNICATION FROM SLE**

Both USOs and GSOs will need to wait for SLE communication before proceeding to steps 3 and 4. If any other information needed, SLE staff will reach out. Additional information will be provided by email.

# 03

### **COMPLETE THE ASSIGNED CANVAS MODULES BY AUGUST 15, 2023**

Both USOs and GSOs should complete the "Finance" and "Operations" modules assigned by SLE. Access and additional information will be provided by email.

# 04

### **ATTEND ORGANIZATION WELCOME ON AUGUST 21, 2023 (USO) OR AUGUST 22, 2023 (GSO)**

USOs should plan to attend their welcome event on August 21, 2023 at 10:00am in person. GSOs should plan to attend their workshop on August 22, 2023 at 5:30pm on Zoom. Information on who has to attend will be provided via email.

### **IF ALL STEPS ARE COMPLETED, THEN USOS AND GSOS WILL BE ON TRACK FOR FALL 2023 RECOGNITION AND GAIN ACCESS TO:**

- Tabling at the Fall Involvement Fair if USO or the Fall Grad Meet & Greet if GSO;
- The EMS reservation system;
- A financial account (if applicable);
- The ability to hold events on campus;
- The opportunity to apply for ASUSF or AGSUSF Funding.