

HOW TO BECOME A REGISTERED STUDENT ORGANIZATION FOR SPRING 2024

01

SUBMIT YOUR NEW STUDENT ORG APPLICATION APPLICATION BY OCTOBER 18, 2023

Both undergraduate student organizations (USO) and graduate student organizations (GSO) should submit their materials for a new student organization by these dates in order to be on track for recognition for the Spring 2024 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. Additional information will be provided by email.

03

COMPLETE THE ASSIGNED CANVAS MODULES BY NOVEMBER 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 NOVEMBER 16, 2023

USOs should plan to attend their welcome event on November 16, 2023 at 11:45am in person. GSOs should plan to attend their workshop on November 16, 2023 at 5:30pm on Zoom. Information on who has to attend will be provided via email.

05

IF ALL STEPS ARE COMPLETED, THEN USOS AND GSOS

WILL BE ON TRACK FOR SPRING 2024 RECOGNITION AND GAIN ACCESS TO:

- Tabling at the Spring Involvement Fair if USO;
- 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.