

Get Oriented

Mandatory Orientation Sessions for Student Organizations
March 2011

Welcome—be sure to sign in; one person can represent up to two student organizations

Policy/Procedure Information

- Student Organization Handbook (<http://utsa.edu/sa/soh.pdf>)
- UTSA Name, Logo and Trademarks (pg 6)
- Annual Requirements (pg 12)
- Mailbox in Student Activities (pg 15)
- On Campus (University) Accounts (pg 17)
- Posting Violation Policy (pg 26)

Opportunities for Organizations (referenced website is http://utsa.edu/sa/so/leaderorg_dev.html)

- LeaderFund (pg 20) (www.utsa.edu/sga)
- Graphics Room – respect the space
- Leadership Library, list of holdings is on the website
- Speakers' Bureau, list of speakers and topics on the website
- Leader Tips, quick reference sheet on the website
- New Student Involvement Fair – Day before classes start in Fall
- Leader Summit – Date to be determined

Student Organization Council

- Student Activities is seeking student leaders to be involved in decision making and program planning for student organizations.
- If you are interested in serving on the council, please contact the SOC at utsasoc@yahoo.com.

Questions or Concerns

- Student Organization Website, www.utsa.edu/sa/so
- Student Activities, 210.458.4160 or getinvolved@utsa.edu
- Misty R. Kelley, Associate Director of Student Activities, 210.458.4160 or misty.kelley@utsa.edu

Note:

- **Attendance at this session does not mean you are registered.**
- **You must complete the registration process and have it approved.**
- **State Mandated Risk Management Training will be held in September; every organization must send two students to the training and submit the compliance form to maintain recognition.**

UTSA Student Organizations

New On-Line Registration Process

Gather these items first

1. Basic Organization Information: name, description, website, email address, and other contact information.
2. List of members. Must have a minimum of five authorized representatives and one faculty/staff advisor. For students have their abc123@my.utsa.edu email address so the system will recognize them as being a part of the UTSA community. For faculty/staff have their jane.doe@utsa.edu email address.
3. Information regarding income (source, amount, and how spent)
4. A constitution and/or bylaws to upload (be sure it meets the requirements outlined in the Student Organization Handbook p. 6).
5. The signed Advisor Agreement Form (found at <http://utsa.edu/sa/so/forms1.html>).

Ready to register!

1. The **primary contact** for the organization will go to <http://utsa.collegiatelink.net/>.
2. In the upper right hand corner is the "Log In" button. Use your regular computer log in (abc123) to enter the system.
3. Click on "Organizations" at the top of the screen.
4. Find your organization by either using the directory (the letters on the left) or searching (button on left).
5. Once you find the organization, click the button under the name that says "Register this Organization".
6. Carefully read the instructions during the registration process to ensure that the registration will be accepted.
7. Any step or instruction not followed will result in the submission being denied.

Steps Involved

1. **Instructions** (*indicates that only the primary contact for the organization should register the group, outlines the FERPA release, privacy notices, and the items needed for registration*)
2. **Organization Profile Instructions** (*notice about naming the organization and suggestions for description*)
3. **Organization Profile** (*official name, nickname, description, contact information for organization and you will see some office use only information*)
4. **Organization Interests** (*indicate any interest(s) that apply to the organization, these are fields that will allow students to connect with the organization, click a folder to see more options; select as many as you wish*)
5. **Roster Instructions** (*have email my.utsa.edu email addresses ready for each member*)
6. **Organization Roster** (*must identify five members as authorized representatives—one of which is the primary contact or person completing the registration process; must also include the advisor in this step*)
7. **Legal Responsibilities Affidavit** (*read the items and check the box next to each one, then type your full name in the box*)
8. **Solicitation** (*provide all information about sources of income, amount of income, and how the money was spent*)
9. **Constitution Guidelines** (*check your constitution/bylaws against the guidelines listed*)
10. **Upload Constitution-Bylaws** (*upload the most current version of the organization's constitution and/or bylaws; if all guidelines are not met the registration will not be approved*)
11. **Bulletin Board Request Optional** (*if the organization wants a bulletin board for 2011-2012, indicate the first three choices*)
12. **Workspace Application Optional** (*if the organization wants a workspace for 2011-2012, respond fully to each item*)
13. **Advisor Agreement** (*have your advisor sign the agreement and then scan and upload the document*)

You can always go back to a submission in progress by going to "My Involvement" then "My Submissions".