

## Student Organization Registration Directions for Returning Organizations

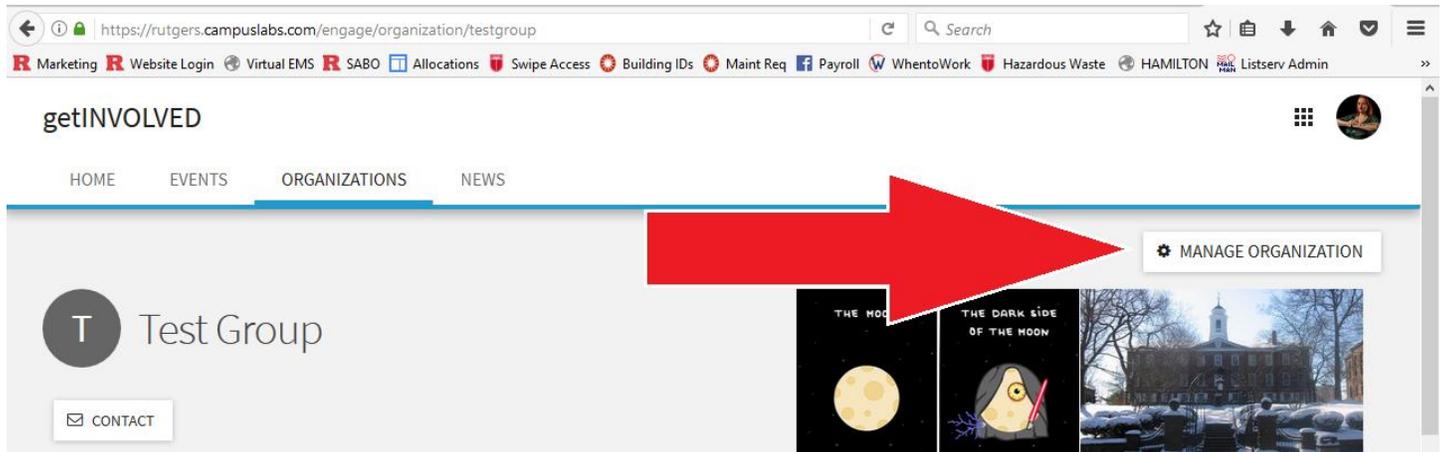
**\*\*PLEASE FOLLOW ALONG AS YOU REGISTER\*\***

Go to this link <https://rutgers.campuslabs.com/engage/>.

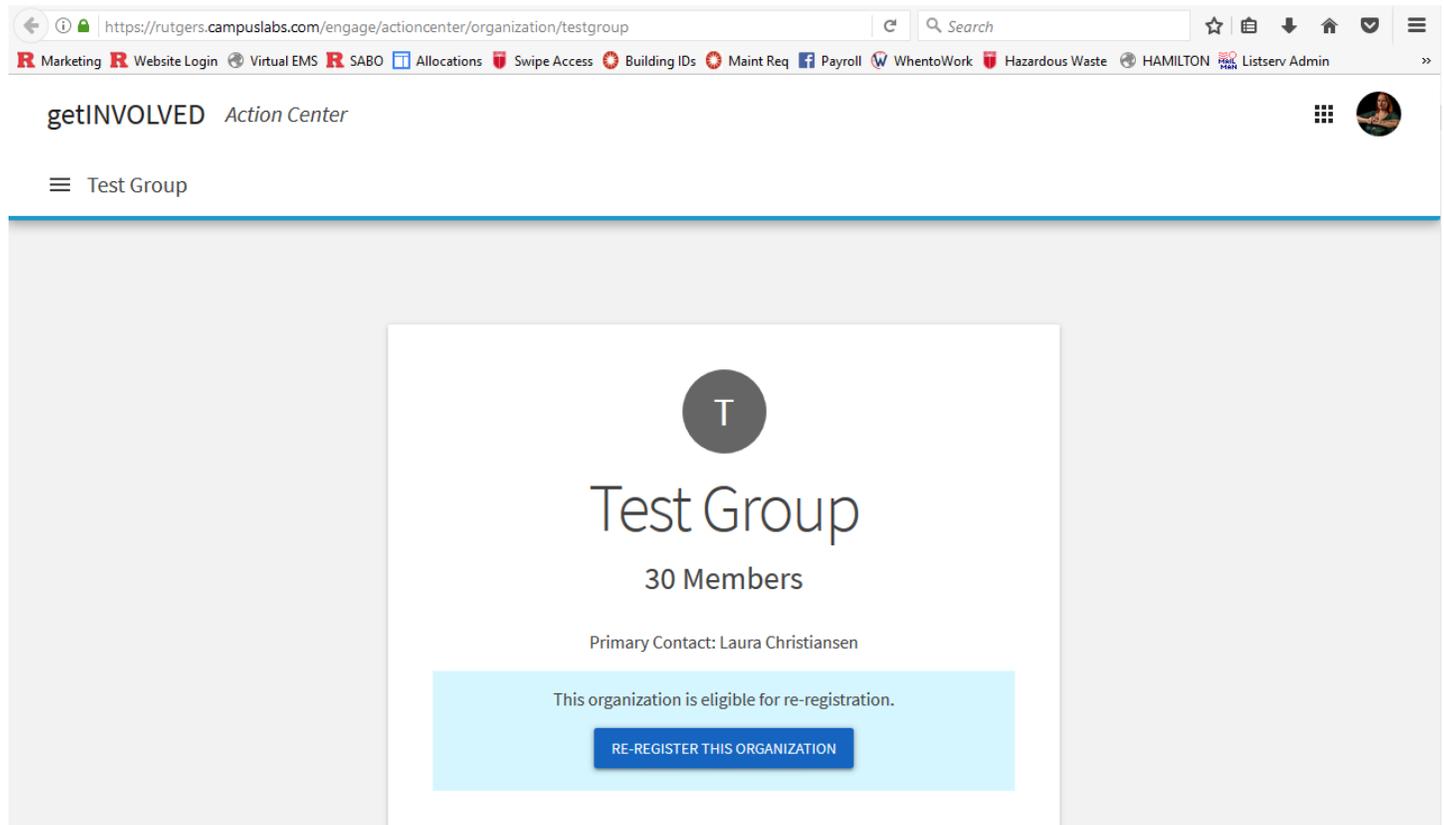
Once you log in (by clicking on the icon at the top right corner and using your NetID and password), navigate to your organization's profile one of three ways:

- Accessing it through your memberships
- Searching for it in the central search bar
- Clicking the organizations tab and searching for it there

Once on your organization's page, click the "Manage Organization" button on the top right, seen here:



This will load a new page, and you should click the "Re-Register this Organization" button to begin. You can only have one pending registration at a time, so this button will not appear if someone from your organization has already submitted a registration.



Step 1: Introduction / Checklist

A checklist of items will then appear. Be sure to have all needed information and materials that are outlined in the checklist before you begin the registration process.

Step 2: Organization Data

You will need to input the following:

1. Official Organization Name
2. Organization's email
3. Organization's external website, Social Media Accounts
4. SABO Account Number (Look this up if you do not know it, putting the wrong SABO number will delay reimbursements throughout the next year)
5. Your Assigned Advisor from the Past year
6. Who Funds You (RUSA, SEBS, RBGA, etc)
7. You will need to provide names, RUIDS, net IDs, phone numbers and personal emails (not president@orgname) for the following:
  1. 1 Primary Officer
  2. 1 Treasurer
  3. 1 Additional Officer
  4. 1 Faculty Staff Mentor (not required)

Step 3: Categories

Based on the available categories provided, you will assign the categories that your organization belongs in. For example, if you are re-registering the Livingston Theatre Company, one of the categories I would select is Performing Arts.

Step 4: Interests

Select interests that represent your organization. Feel free to assign more than one interest, and note that there are sub-interests available once you click on a given folder icon! For example, if you are part of the Livingston Theatre Company, one of the categories you could select is Art and then the sub-interest Performance. You can also rank these interests by simply dragging them higher or lower in order. These interests help new students get matched with your organization.

Step 5: Roster

getINVOLVED will pull from your current profile's roster pertinent information and will confirm that you have at least one Primary Officer (President, Chair, Editor-in-Chief, etc.), Treasurer, Additional Officer, and that your organization has at least ten total participants including the 3 officers listed above. If your roster information is out of date, you may return to your profile and update it accordingly to reflect the upcoming academic year's roster. Once all information is updated, hit Next to continue in the re-registration process. These members must be current undergraduates registered at Rutgers-New Brunswick.

**Note:** All officers must be full-time undergraduate students registered at Rutgers University- New Brunswick/Piscataway or one of the professional schools located on the New Brunswick/Piscataway campus with a **minimum cumulative GPA of 2.0**. All organizations **are required to have at least 3 officers**. After Primary Officer and Treasurer, other officer positions are of your choosing. The name of the person submitting the registration will appear in the first box. Choose the title from the pull down

menu that most closely resembles your position. To add your other officers, please click on Add Member. One officer should also be listed as Primary Contact – this position can add and delete items on the collegiate link profile.

Step 6: Rutgers University Hazing Policy Compliance Form (One Page)  
Read the entire form, mark off the boxes at the bottom, and simply e-sign your name stating that you understand all policies. Please communicate these policies to your organization's members.

Step 7: Optional: Student Organization Meeting Room Request 2018-2019  
If you wish to apply for meeting space for the academic year, there will be a link on the landing page to access this form. Open this in a new tab, and save it if you are not ready to complete at this time.

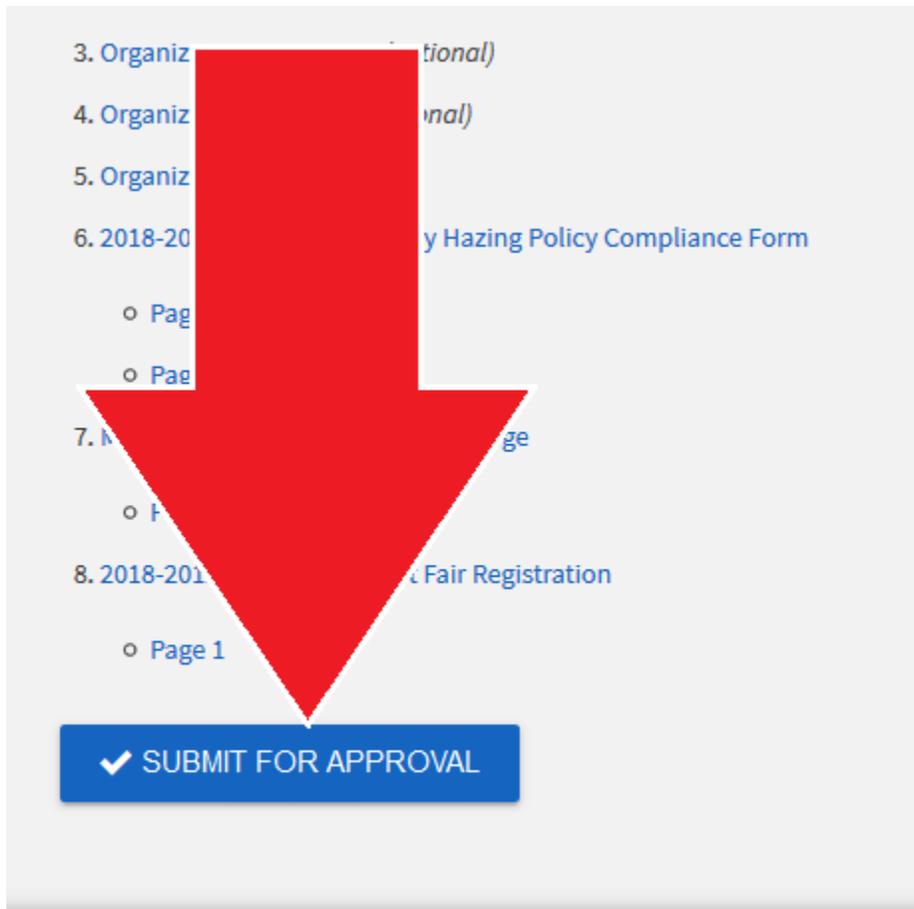
Once there:

1. Check the box stating that you understand the room request guidelines.
2. Input requested information (organization name, affiliation, contact, etc.)
3. Go through the THREE pages of Step 9, and fill out when you generally prefer meetings. The form will ask you rank top three preferences for campus, day of the week, and time of day.

The meeting room request form is due May 31.

Step 10: Optional: Fall 2017 Involvement Fair Registration  
1. Input requested information (organization name, SABO #, contact information, etc.)

When you finish adding your information, please click to submit your registration.



Once you do this, Student Centers and Involvement staff members will review your request. You will not receive full approval until June, after spring grades have been processed. Your group could receive a preliminary denial if the form is not filled out correctly, or submitted officers are not eligible at date of submission.

Once your re-registration is approved, you will receive an automatic email.

The Primary Contact will receive additional instruction regarding necessary revisions and registration status. Please read these emails carefully.

All registration correspondence will be emailed to your Rutgers email address.

**Please note:** If your organization has updated its constitution in the past academic year and it has not yet been approved by Student Centers & Involvement, you must send the updated version to [neworgs@echo.rutgers.edu](mailto:neworgs@echo.rutgers.edu) to be reviewed and approved.