New Student Organization Registration Process

All clubs are required to have at least ten undergraduate members, a USD advisor and a constitution/bylaws to begin the registration process.

- Attend the Student Organization Conference on September 9, 2015
- Attend a club registration meeting then watch a series of online videos to complete a related quiz. More information, can be found online at: sandiego.edu/associatedstudents/organizations/registration.php
  *If you attended the SOC you can skip this step*
- Once you’ve received an email informing you that your org is unlocked go to SanDiego.edu/ToreroOrgs to complete a registration form.
- The individual that submitted the registration will be emailed once the registration form has been reviewed and is complete.
- The AS Activities and Budget Coordinator reviews the new club registration form for completion and consistency with the USD Mission Statement.
- The AS Activities and Budget Coordinator contacts advisor to confirm their agreement to serve as the club advisor and inform them of upcoming advisor trainings and resources.
- The Student Organization Committee reviews all of the proposed student organizations and if approved they will be presented to Senate the following week.
- The AS Activities and Budget Coordinator will email the date, time, and location of the next Student Organization Committee Meeting. The students will present a 2 minute summary of the student organization’s mission and purpose.
- Once approved by Senate the President, Treasurer, and Advisor will receive an email from the Student Organizations Committee Chair informing them that their organization is officially approved for the academic year and that they have been added to the list.