Re-Registering a Student Organization

The student organization management website is known as “Collegiate Link” and can be found at https://sandiego.collegiatelink.net. It is also available from the SLIC website and many of the SLIC’s affiliate websites.

Before you are able to re-register, the primary contact for the student organization must attend an ICC Informational Session. Your student organization must attend an informational session PRIOR to September 21, 2010 if you would like to remain in good standing. Dates for these sessions are posted on the Collegiate Link and the Associated Students website. Once you attend the informational session your student organization will be unlocked and you will be able to begin the re-registration process. Have the following accessibility and information before you begin the registration process: internet capability (DO NOT USE Internet Explorer 7), advisor contact information, student organization member contact information, and your student organization Constitution/Bylaws.

Log in and get started by going to the Collegiate Link website.

- Click on the Log In button on the top right hand side of the page using your San Diego user name and password.
- Once logged in, click on “Organizations” and locate your student organization.
- Click on “Register this Organization”.
- Step 1: Proceed only if you will be the Primary Contact for the Student Organization
- Step 2: Review and update your student organization information. Provide information for all of the applicable requested fields.
- Step 3: Upload your Student Organization Constitution.

*Hint: if you do not have a copy of your constitution:
  - Load another web browser and sign on to Collegiate Link.
  - Find your student organization and click on “Documents”
  - Save a copy of your previous year’s constitution to the desktop and after you make any necessary changes upload your constitution to your registration form.
  - You will only be able to access your previous year’s constitution once you attend the informational session and your student organization is unlocked.
- Step 4: Add and update your student organization contact information (You must have at least 10 members).
  - Click on the drop down button underneath Position, click on “Advisor” and complete the requested information.
- Step 5: Identify which type of category your student organization identifies as.
- Step 6: List characteristics of your student organization so that students with similar interests will be recommended to join your student organization.

After your registration form has been fully submitted and approved via Collegiate Link, the final step is receiving approval from the AS Senate. It may seem overwhelming, but know that at any point, you can visit Manda Sayegh in SLP 307 to help you through the process.