

Student Organizations Registration and Associated Students Registration Process

1) How do students create an account on CollegiateLink?

Getting Started

All students using CollegiateLink will create a member account using their sandiego.edu email address as their username as well as a password. Simply visit <http://sandiego.collegiatelink.net>, click “Sign Up” and fill out all required fields.

Club Presidents and ICC Representatives will have different passwords due to their administrative access. Only these two positions will be able to change their organization’s roster, update club information, and complete the student organization registration form. In order to obtain their unique password, email Lauren Johnson the Graduate Assistant of Student Organizations at ljohnson@sandiego.edu. Students will need to provide their sandiego.edu email address in order to become a member.

2) How do students become members of an organization registered on CollegiateLink?

Membership

Once students have created an account and logged in, they can join an organization that they are interested in by clicking on “Request to Join”. The student will then receive the message, “Confirmation: You have been added as a prospective member and the primary contact of the organization has been notified of your interest. In the meantime, use the side navigation to learn more about the organization.” **Club Presidents will need to continuously check their prospective members and approve or deny membership.** The system is not set up to send emails announcing new prospective members. To approve or deny membership, select Membership and Pending Members.

3) What are the steps students need to take in order to register on CollegiateLink?

- **Registration**

The registration process is completed online (CollegiateLink) only by Primary Contacts (i.e. President and ICC Representatives) and includes uploading the member roster, Advisor contact information, constitution, President and ICC Representative’s information and accepting the terms and policies applicable to all student organizations.

Advisors will receive an email from Ashley Rodriguez, VP of Student Organizations, asking to confirm their role in the organization.

All organizations that undergo the registration process will need to complete the form by 5 p.m. on the Monday before A.S. Senate meets.

In order to complete the club registration students will need to click on Student Organization Registration 2009- 2010 found on the homepage under News Articles. Once you have pulled up the news article click on Registration Form. After completing all of the required information, review your submissions and then click Finish. You will then receive the message “Confirmation: Your submission has been accepted and placed into the queue for approval. You will receive an email when your submission has been reviewed.”

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THE ADVISORS GUIDE TO...

After you have submitted the registration form you will receive the following email:

Your submission of the following item has been recorded.

Item name: Student Organization Registration 2009-2010

The submission will be reviewed by an administrator and you will receive an email regarding any status changes or comments.

To view the status of your submission online, use My Items or click the following link.

If the form is missing information or incomplete you will receive the following email regarding your submission status:

Your submission to Student Organization Registration 2009-2010 has been reviewed by SLIC Staff.

Submitted on behalf of: [Organization Name]

Submission Status: Will be Rejected, Unapproved, or Request Resubmit

Comments: (Explanation provided if the club is not approved)

- **A.S. Senate**

Once students have registered their organization, a representative will need to be present at the following A.S. Senate Meeting to present and answer any questions regarding the student organization. The club will then be tabled to the next meeting where Senate will vote to approve or deny the organization.

Please visit <http://www.sandiego.edu/associatedstudents/corner/senate/> for the dates, times, and locations of the Senate Meetings.

4) What does it mean for an organization to be in good standing?

In order for an organization to remain in good standing, their ICC Representative will need to attend at least 2 out of the 3 ICC Meetings each semester. If an organization is represented at 2 out of the 3 meetings, they are eligible for funding from the Inter-Club Council Budget Committee (ICCBC) and the Associated Students Budget Committee (ASBC).

If an organization does not attend at least 2 out of the 3 ICC Meetings, the club is ineligible to receive funding from ICCBC or ASBC in the following semester.

Please visit <http://www.sandiego.edu/associatedstudents/studentorgs/council.php> for the dates, times, and locations of the ICC Meetings.

5) What resources are helpful when Advising Student Organizations?

- Associated Students: <http://www.sandiego.edu/associatedstudents/>
- Campus Calendar: www.sandiego.edu/usdcal
- Dining Services: <http://www.sandiego.edu/dining>
- Event Planning: <http://www.sandiego.edu/eventplanning/>
- Student Leadership and Involvement Center: <http://www.sandiego.edu/slic>
- Student Organization Directory: <http://sandiego.collegiatelink.net/Community?action=getMyHome>
- A.S. Student Organizations: <http://www.sandiego.edu/associatedstudents/studentorgs/>

Updated: November 2, 2009

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