

Student Organization Re-Registration Process

Clubs are required to have ten undergraduate members, a faculty, staff or administrator as an advisor, and a club constitution.

Attend mandatory informational meeting. Dates can be found online:
<http://www.sandiego.edu/associatedstudents/organizations/meetings.php>

Go to www.sandiego.edu/ToreroOrgs
Log in using your USD username and password. Click on *Organization* tab, locate your student organization and then click the box to register your student organization.

AS Executive Assistant reviews the club registration form for completion and consistency with the University of San Diego's Mission Statement.

The Student Organization Committee Chair will present your student organization to Senate.

The Student Organization President, ICC Rep, and Advisor will be emailed once the registration form is complete. At this point you may begin submitting ASBC budget requests online.

AS Executive Assistant contacts advisor to confirm his/her agreement to serve and inform individual of upcoming advisor training dates.

Once approved by Senate the President, ICC Rep and Advisor will receive an email from the Director of Student Organizations stating that the student organization is officially approved.

The Leadership Graduate Assistant will then add the President and ICC Rep to the ICC Listserv & Club Advisor to the ICC Advisor Listserv.