NEW STUDENT ORG REGISTRATION PROCESS:

New orgs are required to have at least 10 undergraduate members, a Faculty/Staff/Administrator Advisor, and a Constitution (see attached).

1. Attend the Student Organization Conference OR Attend a club registration meeting. After you've attended the meeting, watch a series of online videos to complete a related quiz. Dates can be found online on the AS and ToreroOrgs websites.

2. Go to the ToreroOrgs website. Log in using your MySanDiego username and password. Click on Organizations tab, then click Start A New Student Organization. Complete the registration form.

3. The AS Activities and Budget Coordinator reviews your new org registration form for completion and consistency with the University of San Diego Mission Statement.

4. The AS Activities and Budget Coordinator contacts the listed Advisor to confirm his/her agreement to serve as the org's Advisor. They will be informed of upcoming Advisor Training dates and resources.

5. The student organization President will be e-mailed once the ToreroOrgs registration form is complete.

6. The AS Activities and Budget Coordinator will e-mail the date, time, and location of the next Student Organization Committee Meeting. At this meeting, present a 2 minute summary of your org's mission and goals.

7. The Student Organization Committee will review all of the proposed student orgs and if approved by the Committee, the orgs will be presented to AS Senate the following week.

8. Once approved by AS Senate, the student org President, Treasurer, and Advisor will receive an e-mail from the Student Organizations Committee Chair stating that the student org is officially approved.

9. A SLIC Staff Member will then add the student org President and Treasurer to the ICC Listserv and the Advisor to the ICC Advisor Listserv to receive important information throughout the year.

The student organization management website is known as ToreroOrgs and can be found at www.sandiego.edu/ToreroOrgs. It is also accessible through the Associated Students (AS) and SLIC websites.

Get started by finding a minimum of 10 undergraduate students interested in joining your organization AND a current USD Employee that will act as your organization’s official Advisor. You’ll also need to draft a Constitution for your organization; this will contain your organization’s official name, purpose, and detailed by-laws. A model constitution is available for you on the ToreroOrgs homepage.

After you’ve met the requirements above, attend a mandatory club registration meeting (dates available on the AS and ToreroOrgs websites). During this meeting you will be informed of various resources available and you will learn student organization policies and procedures. After you’ve attended the meeting, you will watch a series of online videos to complete a related quiz.

The next step takes place on the ToreroOrgs website. Make sure to log in with your MySanDiego username and password, then click on the Organizations tab. From here click on the box labeled Register a New Student Organization; it’s located on the lower left hand corner of the page. Complete the 10 step process and submit your registration.

You will be notified once your registration form has been approved on ToreroOrgs. After your registration form has been initially approved, you will be invited to attend the next Student Organization Committee Meeting. The committee will ask questions about the purpose of the organization in order to approve or refuse your org’s registration. If registration is approved, the committee will present your student org to the Associated Students Senate the following week for final approval. Once officially approved, the Student Organization President and Advisor will be contacted by e-mail.

Helpful Hint: It may seem overwhelming, but know that at any point, you can visit the SLIC to sit down with an Involvement Consultant to work through the process. We’re here for you!