

# THE SLIC'S GUIDE TO...

## Starting a New Student Organization

*Can't find the group you're looking for? You can start your own student organization; the SLIC is here to help all undergraduate students interested in finding their place at USD!*

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Students can start a new student organization under the following associations:

- Academic and Professional Societies
- Greek Organizations (Fraternity or Sorority)\*
- Multicultural Organizations
- Religiously Affiliated Organizations
- Special Interest Organizations
- Political Organizations
- Sport Clubs

\*Note that the process for chartering a Fraternity or Sorority on campus requires more than what is listed here. For details about the process for Fraternities or Sororities, contact Mandy Womack, Director of Student Organizations & Greek Life ([awomack@sandiego.edu](mailto:awomack@sandiego.edu))

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 get started**, make sure you check out the full list of previously and currently registered student organizations on Collegiate Link. For a list of previous organizations, go to the Collegiate Link homepage, click on the Event Flyer labeled "Student Organizations" and follow the link to the attachment for last year's list. For currently registered organizations, go to the homepage on Collegiate Link and click on the Organizations tab on the top of the page. If the purpose of a student organization matches your potential new student organization, you may not get through the approval process.

**Get started** by finding a minimum of 10 undergraduate students interested in your organization AND a current USD Faculty/Staff member that will act as your organization's official Advisor. You also need to draft a Constitution for your organization; this will contain your organization's official name, purpose, and function/operation by-laws. A model constitution is available for you on Collegiate Link.

**Create a profile and register** after attending an ICC/Student Organization Information Meeting or speaking to an advisor in the SLIC. On the Collegiate Link homepage, click on the "Organizations" tab and then, on the lower left hand corner, click on the tab to "Register a New Student Organization".

After your registration form has been fully submitted via Collegiate Link, the final step in becoming a student organization is attending the next AS Student Senate Meeting at which the Senate may ask you questions regarding your proposed organization and ultimately approve or refuse your organization's registration. You will be contacted by a member of AS with more details before you attend AS Student Senate.

It may seem overwhelming, but know that at any point, you can visit the Student Involvement and Information Desk OR the SLIC to sit down with an Involvement Consultant, SLIC Advisor, Graduate Assistant, or even a student leader to work through the process. We're here for you!

### STUDENT LEADERSHIP AND INVOLVEMENT CENTER

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Student Life Pavilion, 3<sup>rd</sup> Level