

Re-Registering A Student Organization

-ToreroOrgs-

www.sandiego.edu/ToreroOrgs

All undergraduate student organizations must register with Associated Student Government (ASG) every year. Registering your org is required to reserve facilities on-campus, request funding from ASG, and use the name of the University

The student organization management website is known as **ToreroOrgs** and can be found at www.sandiego.edu/ToreroOrgs.

To re-register a club on ToreroOrgs, the primary contact of the student organization must **attend a Club Registration Meeting or the Student Org Conference (SOC) PRIOR to September 30**. Attending a meeting before this date will qualify your club for the expedited registration process. Meeting dates are posted on the Associated Student Government website and on ToreroOrgs. Please note that the entire re-registration process must be complete before September 30th. Any club that submits a registration form after September 30th will register under the guidelines of a New Student Organization.

Once you attend the Club Registration Meeting or the Student Organization Conference your student organization profile on ToreroOrgs will be unlocked and you will be able to access your organization's registration form. You will need a minimum of 10 undergraduate student members, a USD club advisor, and your organization's constitution to complete the registration process.

Remember: Keep your ToreroOrgs profile, especially your contact information, updated! Prospective students, alumni, and other off-campus organizations may want to learn about your organization!

*If you do not attend the SOC you will need to successfully pass a quiz as an additional step/process.

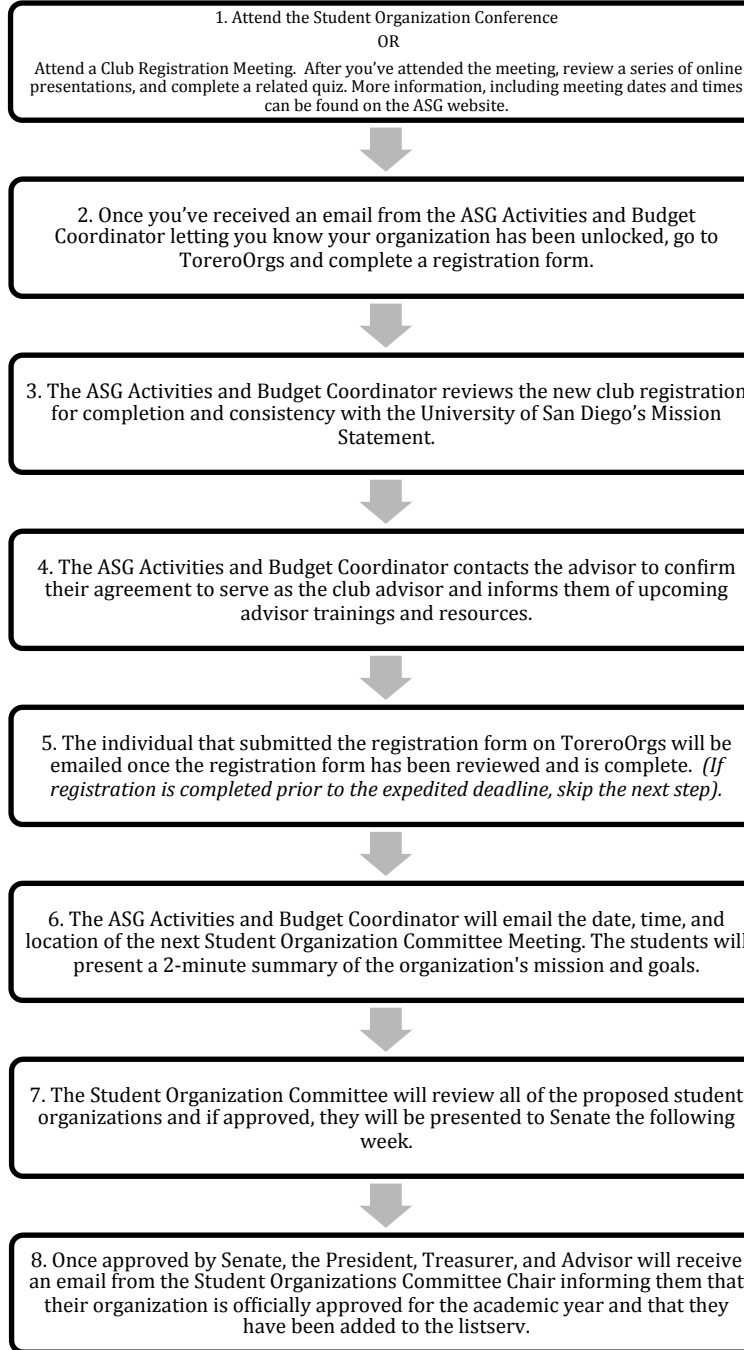
It may seem overwhelming, but know that at any point, you can visit the SAI Office (SLP 308) to sit down with an Involvement Consultant, to work through the process. We're here for you!

Helpful Hint: If you do not have a copy of your previous constitution...

- Find your student organization on ToreroOrgs and click on the Documents section
- Download a copy of your previous year's constitution, and after making any necessary changes save and upload your constitution to your current registration form.
- You will only be able to access your registration once you attend a Club Registration Meeting and your org's profile is unlocked.

STUDENT ORG RE-REGISTRATION PROCESS:

All orgs are required to have at least 10 undergraduate members, a **Faculty/Staff/Administrator Advisor**, and a **Constitution**.



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