Registering a New Student Organization

Notes:
New student organizations can be created when a group of five or more LSU students form a registered student organization. The process to become a registered student organization includes five basic requirements. The requirements are as follows:

1. Complete the online application in the Student Org Community.

2. Find a University Advisor who is currently a full time faculty or staff member. If the Advisor agrees to the terms listed in the Student Organization Handbook for advisors, list his or her name on the Advisor portion of this application.

3. Submit a typed constitution to Campus Life by attaching it to the online application in the Student Org Community. A Sample Constitution can be found on the Campus Life website at [http://www.lsu.edu/campuslife/html/student_orgs FormsResources.html](http://www.lsu.edu/campuslife/html/student_orgs_formsresources.html).

4. After officer elections are held, add officer positions to the “Members” section of your group page. Eligibility checks will be conducted by Campus Life. For a list of eligibility requirements, please see Policy 3 - Officer Requirements and Responsibilities in the Student Organization Policy Manual.


Steps:

1. Click on the link below to login to the Student Org Community through PAWS.

   Student Login - [https://lsu-community.symplicity.com/sso/students](https://lsu-community.symplicity.com/sso/students)

   This login link can also be found from the Campus Life home page by clicking on the “Find a Student Organization – Student Org Community” button (see image below).
2. Find the “Getting Started” section in the top right corner of your Student Org Community home page. Click on the “New Group Registration” tab.

**OR**

Find the “Registered Student Organizations” section of your Student Org Community homepage. On the Student Organization Dashboard, click the “New Group Registration” tab, then select “Add A New Group.”

3. Read through the New Student Group Instructions.

4. Continue down the page to complete the “Group Info” portion. Required fields, marked with an asterisk (*).

5. Add the *Proposed Name of the Organization.* (It is not necessary to include “of/at LSU” or “Student Chapter” verbiage within the organization’s name.)

6. Enter the *Nickname* of the group, if applicable. (The nickname is generally the organization’s acronym.)

7. Enter the *Description, Purpose, and Membership Requirements.*

8. If non-LSU students, faculty/staff will participate in the activities of the group, select the “Yes” button. Then provide the manner in which they will participate. If not, select the “No” button.

9. Please list any organization affiliations. (Ex: Departmental/Academic College, Religious, Service, Political, National, Regional, or Local organizations in which the group will be affiliated.)

10. Provide the *Campus Address* for the organization, where mail maybe received.

11. Add the *Website URL,* if applicable.

12. Add the *E-mail Address.* If the organization has an e-mail address provide it here, if not provide the President’s e-mail address.

13. The next portion to complete will be the “Group Preferences.” All fields are required.

14. Select the “Public” button for your *Visibility.*
   a. “Public” allows your group to be seen in the public view as well as the list of registered student organizations. Your organization will not be seen until Active status is granted.
15. Select the *Enrollment Type* for your organization. (See more information on features of this section at the end of this guide.)
   a. “Open Enrollment” allows anyone to add themselves to the membership of your group.
   b. “Approve Applications” creates a list of applicants for the organization within the members tab of the organization’s page.
   c. “Invitation Only” allows only the group admin to invite members to join.

16. If your organization wants to include the “Show Interest” button in the information of the list of registered student organizations, select the “Yes” button. (See more information on features of this section at the end of this guide.)

17. The “Dues & the Treasury” portion of this form is to be completed next.
   a. If your organization does not plan to collect membership dues, select the “No” button.
   b. If your organization plans to collect membership dues, select the “Yes” button. Then provide a list of fees paid by each member. Also select when dues will be assessed and where money left will go if the group becomes inactive.

18. Add the *Group Logo*, if applicable.

19. Add the “Meeting Info,” including the *Meeting Day* and *Meeting Time* as well as the *Meeting Address*.

20. Add the *Advisor*.
   a. The Primary University Advisor must currently be a full time faculty or staff member. The Advisor must agree to the terms listed in the Student Organization Handbook for advisors.
   b. Your organization may have multiple advisors. Additional advisors may be a: Coach, Graduate Advisor, Chaplain, Community Advisor or Alumni.

21. Add any *Links* for your group. (This may include an affiliate’s website.)

22. Add any *Documents* for your group.
   a. Upload the typed organization constitution/bylaws in this section.

23. In the “Members” portion, you will provide the information for five Founding Members.
   a. Update the *Position* in which you will hold.
   b. Add the four additional members one at a time. If a Founding Member will also be an officer please select the appropriate *Position*.

24. Please read the “Terms and Conditions” portion then select the “I Agree” button.
25. If no additional changes are necessary, press the “Submit” or “Save” button.

26. Campus Life will contact you, the requestor, with any additional information needed to complete the Organization Registration process. Please allow two weeks for review of all documents.

Additional Membership information:

- The Enrollment Type section gives the group page additional features.
  - Within the “Dashboard” to the left of the screen on the group page there is a “Members” tab.
  - The “Members” tab there are additional tabs labeling the membership of the organization. The tabs present represent the Enrollment Type selected by the group.
    - **Current Members:** “Open Enrollment” allows anyone to add themselves to the “Current Members” list of your group. Selecting this enrollment type puts a Join Group button in the information of the list of registered student organizations. This button is only accessible for students logged in to the Student Org Community.
    - **Applicants:** “Approve Applications” puts an Apply button in the information of the list of registered student organizations. This button is only accessible for students logged into the Student Org Community. The “Apply” button creates a list of applicants located under the “Applicants” tab of members.
    - **Invited Students:** “Invitation Only” allows only the group to invite members to join. No buttons appear within the information of the list of registered student organizations, but Group Admins are able to invite members into the group these members are added to the “Invited Students” tab of members.
    - **Interested Students:** If your organization wants to include the Show Interest button in the information of the list of registered student organizations, select the “Yes” button. The Show Interest button creates a list of interested students under the “Interested Students” tab.
    - **Former Members:** When a student leaves the organization, there is an option to “Disable Membership.” When this option is selected for a student they are placed within the “Former Members” tab, leaving an organizational archive of membership.

If you have any questions, email campuslife@lsu.edu or call 225-578-5430.