INFORMATION NECESSARY FOR ONLINE REGISTRATION

The information below must be submitted by accessing the following web address: http://studentorgs.uncc.edu/registration.

Each UNC Charlotte student organization must provide the necessary information to be officially registered.

#1. Returning or New Student Organization (*Groups are new only if they have not been previously approved by SGA)

#2. Provide Full Organization Name (No acronyms or abbreviations; do not put “UNC Charlotte or UNCC in front of name.)

#3. Provide Abbreviated Organization Name

#4. Select a Category from the list below. These categories are designated only for student organizations.

- Academic/Pre-Professional
- International
- Religious/Spiritual
- Fraternity & Sorority
- Graduate
- Media
- Multicultural
- Performance
- Honor Society
- Interest
- Service
- Sport Club
- Political

#5. Provide the Purpose/Brief Description of Your Organization

This description will be displayed on your organization’s profile and will provide helpful information to students interested in your group. Please remember this should be a brief description/overview of your organization.

#6. Provide Keywords

Keywords are used when searching for organizations. The more keywords the more likely your organization will be found. Separate each keyword by a comma; examples: golf, athletics, intramural sports.

#7. Provide the Student Organization’s Website URL

OrgSync provides the technology to create a website for your organization. After your group has been approved, you will be able to build the site. However, if your student organization has a website from another provider, you can link the site to your profile by including the website’s URL.

#8. Is this a new registered student organization?

Click “yes” if this group has never been registered on the UNC Charlotte campus or the first time registered in OrgSync.

#9. Optional – Secondary Category

- Academic/Pre-Professional
- Fraternity & Sorority
- Graduate
- Honor Society
- Interest
- Service
- Sport Club
- Political

#10. Provide the Student Organization’s Phone Number

This phone number will be displayed on your profile and will provide a method for students to inquire about the organization (i.e. the phone number of the president or advisor, or “TBA” may be listed).

#11. Provide the Student Organization’s E-mail Address

This e-mail address will also be displayed on your profile and will provide an additional method for students to inquire about the organization. Please list an e-mail address that is regularly checked (i.e. the president’s email).

*Student organizations may apply at http://studentorgs.uncc.edu/resources for a group email account after they are registered and approved.

#12. Provide the Student Organization’s Social Networking Website URL (i.e. Facebook, Twitter, etc.)

#13. Provide the Student Organization’s Mailing Address

#14. Provide the requested Officer and Advisor(s) Information. Three different UNC Charlotte students must hold the offices of president, treasurer, vice president or secretary.

- President,* Vice President, Secretary, Treasurer: Name E-mail Address** Phone Number
- Primary Faculty / Staff Advisor (if applicable, Secondary Faculty / Staff Advisor and Affiliate Advisor): Name E-mail Address Campus Department Phone Number

*The President's name will be displayed on the Student Organizations web page as a contact person for the student organization
**Only @uncc.edu e-mail addresses will be accepted for officers.

#15. Provide Member Information

All registrations must include the name and e-mail address for eight (8) student members of the organization.

#16. Provide answers to the following about Membership and Meetings:

- Is your organization open to all students? Yes No
- If no, what restrictions does your organization have in regard to membership? Please explain:
- Approximate number of active student members:
- Approximate number of active non-student members:
- Does your group have a local, state, or national affiliate? Yes No
- If yes, what is the name of the affiliate?
- Is this student organization affiliated with an academic class or program? Yes No
- Do students receive academic credit through participation in this student organization? Yes No
- If yes, please explain:
- How often will your organization meet? Weekly Every Two Weeks Monthly Other
- Meeting Day Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Meeting Time
- Meeting Location

#17. Please indicate whether your organization would like a mailbox in the Student Government & Organizations Complex in the Student Union. Yes No

#18. University Hazing Policy Agreement

Your student organization needs to review and agree to abide by the University of North Carolina at Charlotte Hazing Policy.

#19. Constitution

Attach a current copy of your student organization’s constitution/bylaws.