Student Organization Registration Directions for New & Returning Organizations
**PLEASE READ AS YOU REGISTER**

Go to this link https://rutgers.collegiatelink.net
Once you log in (by clicking on the icon at the top right corner and using your NetID and password), click on the Organizations tab. Then

**New Organizations** click on the left-hand side icon for “Register a New Organization”.
**Returning Organizations** should search their group in the organization index and click the “re-register this group button located under their group’s name and description.

Step 1: Introduction/ Checklist
A checklist of items will then appear. Be sure to have all needed information and materials that are outlined in the checklist before you begin the registration process.

Step 2: Profile/General/ Organization Contact Information
You will need to input the following:
1. Official Name
2. Acronym/Nickname
3. Organization Description Summary
4. Organization Description
   Organization Web Site URL (usually the acronym for your group)
5. External Website, Twitter, Facebook
6. General Group Email
7. Full address if group has an office — otherwise use 613 George Street, New Brunswick NJ 08901
8. Phone and Fax Number are not needed
9. Submission Date of Constitution

Step 3: Interests
Select interests that represent your organization. ***For example, if I am part of the Livingston Theatre Company, one of the categories I would select is Art and then on the sub-interest that is Performance. (Feel free to assign more than one interest, and note that there are sub-interests available once you click on a given folder icon!). You can also rank the interests in order by simply dragging them higher or lower in order. These interests help new students get matched with your organization.

Step 4: Categories
Based on the available categories provided, you will assign the categories that your organization belongs in. ***For example, if I am part of the Livingston Theatre Company, one of the categories I would select is Performing Arts.

Step 5: Upload new profile picture
Keep in mind that this is representative of your organization, so make sure it appropriate and appealing!

Step 6: Constitution
All new organizations are required to submit a constitution in the process when they initially register and will be asked to have their constitution reviewed and revised every three years.
Re-registering groups do not need to upload a document as there should already be a copy attached to their profile.

Step 7: Roster
You will need to provide names and emails for the following:
1. At least 1 Faculty Staff Advisor
2. At least 1 President
3. At least 1 Treasurer
4. At least 10 total participants for returning groups – new groups need only four during the provisional status

***Following the requirements checklist that is in the top right corner. One all need information is updated, you can hit Next and then submit your organization for approval. Brand new organizations need at least four members to get started and ten to reach full registration status. These members must be current undergraduates registered at Rutgers-New Brunswick.

All organizations are required to have at least 3 officers, one of which is to be titled the Primary Officer (this will be your President, Chair, Editor-in-Chief, etc.), but for registration purposes should be called the Primary Officer. The second required position is the Treasurer. The other officer positions are of your choosing. The name of the person submitting the registration will appear in the first box. Choose the title from the pull down menu that most closely resembles your position (Primary Officer and Treasurer are definitely in the menu). To add your other officers, please click on Add Member. One officer should also be listed as Primary Contact – this position can add and delete items on the collegiate link profile.

Step 8: Rutgers University Hazing Policy Compliance Form (TWO PAGES)
Read the entire form, mark off the boxes at the bottom, and simply sign your name (it can be any officer), stating that you understand all policies. You will electronically sign your name at the bottom of pages of the hazing form. Please communicate these policies to your organization’s members.

Step 9: Student Organization Meeting Room Request 2015-16 (Step for Returning Groups only)
1. Check the box, stating that you understand the room requests information.
2. Input the information being asked for (org name, affiliation, etc).

Go through the THREE pages of Step 7, and fill out when you generally prefer meetings. The form will ask you rank top three preferences for campus, day of the week, and time of day.

Step 10: Registration Signature Form
Each group must have the Primary Officer, Treasurer, and Faculty Staff Advisor fill out and sign the Registration Signature Form. This form is located as the last step in registration for new groups and is emailed to reregistering groups in the spring semester.

When you finish adding your information please click to submit your registration. Once you do this your request will be reviewed by Student Involvement staff members. Once your profile is approved will receive an automatic email. Staff members will review your constitution as well as the eligibility of members, officers, and Faculty/Staff Advisor.
The Primary Contact will receive additional instruction regarding necessary revisions or regarding granting of provisional or full registration status. Please read these emails carefully.

The signature forms and membership list must be completed and submitted to the Office of Student Involvement in the Student Activities Center.

All registration correspondence will be emailed to your Rutgers email address.