

2017-2018 RSO Re-Registration Instructions

Department of Student Activities

Every year all Registered Student Organizations (RSOs) must re-register with Student Activities to be an active organization at KSU. This year's re-registration process is open from July 20 - September 30, 2017.

How to Re-Register a Student Organization for the 2017-2018 Academic Year:

1. **Owl Life Re-Registration:** Complete the Re-Registration form in Owl Life for your organization by going to the Action Center and clicking the blue "Re-Register This Organization" button in the "Manage" view mode. See below for additional details. The Re-Registration form will open on 12 noon on July 20 & close Sept. 30.
 - a. **Owl Life Organization Roster Update:** The current Advisor, President, Reservation Delegate and Treasurer must be shown on the roster. Add all members who are not already on the roster and remove those who graduated.
2. **Advisor Agreement:** KSU Advisor(s) must submit the Advisor Agreement, which is found on the Student Life page in Owl Life in the "Forms" section starting July 20: owllife.kennesaw.edu/organization/ksustudent/forms
3. **Officer Agreements:** The President & Reservation Delegate must submit the Officer Agreement, which is found on the Student Life page in Owl Life in the "Forms" section starting July 20: owllife.kennesaw.edu/organization/ksustudent/forms
4. **Student Organization Online Training:** Specific Officers per their classification must complete the appropriate modules of the 2017-2018 online Student Organization Training between July 20 and Sept. 30.

To Be Considered an Active Registered Student Organization (RSO):

All steps above must be completed to be an active RSO with Student Activities and be granted access to RSO privileges. If they are not completed prior to September 30, 2017, the organization will be considered inactive, will be removed from the organization list in Owl Life, and will lose all privileges listed below.

Privileges of Active RSOs:

- 3 free banners per semester printed by Student Activities
- 50 free black/white copies per day
- An organization mailbox provided by Student Activities at either the Kennesaw or Marietta Campus
- Space Reservation ability (access granted to President & Reservation Delegate to make reservation requests)
- Use of tap card readers for event tracking
- Funding through SABAC for RSOs classified as Chartered, Sponsored or Affiliated

Owl Life Re-Registration Form

What to Prepare Before you Begin to Re-Register:

- List of all organization members' KSU student email addresses (__@students.kennesaw.edu)
- A round profile picture for your organization that is an approved logo by KSU Design Approval
- The currently used RSO Constitution/Bylaws

Steps to Complete the Owl Life Re-Registration Form:

1. Log in to Owl Life (owllife.kennesaw.edu) with your KSU Net ID and password.
2. Click on the switch applications icon (nine squares in the top right corner by your picture or initial).
3. Then click on the "Manage" gear icon.
4. When in the Action Center, select the organization you wish to register from your "My Memberships" list. This will take you to the manage mode for your organization.
5. While in the manage mode, click on the blue "Re-Register This Organization" button in the center of the page. which will begin the Owl Life Re-Registration form
6. After you filled out all of the required questions you will move on to the Roster step. This includes indicating the required officer positions and sending all members of your organization an invitation to join the roster. Remember, the President, Treasurer, Reservation Delegate & Advisor must be shown on the roster.

- Under “Add New Members and Assign Positions,” select the position you would like to assign and then add the officer’s KSU student email address. Click the add button to add them to the roster. You do not have to indicate the person’s name. Student Activities Staff will assign the President & Reservation Delegate after the completion of the Re-Registration form.
 - Click the “Add Multiple Members in Bulk” tab and insert all members’ KSU student email addresses to invite to join the roster as members. Separate each member’s email address with a comma.
 - Remove members who have graduated or left the organization in the “Review Roster” section.
7. The Interest Feature
- From the list on the left, click a folder and click the “+” sign next to any interests that apply to your organization. Click the “back” button to go back and choose a different folder. Continue this until all interests that apply are selected.
8. Add a profile picture or change the existing one. Remember that the profile picture is displayed as a circle.
9. Once you complete all the steps of the Re-Registration form, you have a chance to review your submission before finalizing it. After reviewing your information be sure you click the blue “Submit for Approval” button.
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Owl Life Organization Roster

Once you submit the Owl Life Re-Registration form, invitations to join the organization’s roster will be sent to all the members, officers and advisors that were added in the Roster Step of the Re-Registration form. Please communicate to the organization members that they will find the roster invite in their KSU emails. The invitations should be accepted from a computer, as the link is not compatible with the mobile version of the Owl Life website. Officers must also agree to be shown on the roster.

Officer and Advisor Agreements

Officers and Advisors should complete the online Agreement form that pertains to them. These forms will be available beginning July 20, 2017 in Owl Life. Each student officer or KSU advisor must be signed into Owl Life with their information before completing their respective forms.

- Go to <https://owllife.kennesaw.edu/organization/ksustudent/forms>
 - Log on to Owl Life with your KSU Net ID and Password, if not already logged in
 - Complete the form and submit it
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Student Organization Training

Chartered & Sponsored classified organization Presidents must complete both modules of the online training, Reservation Delegates must complete both modules, and Treasurers must complete the RSO Basics module. Affiliated classified organization Presidents must complete both modules, Reservation Delegates must complete the Reservation Requests and Event Planning module, and Treasurers must complete the RSO Basics module. Recognized classified organization Presidents must complete both modules and Reservation Delegates must complete the Reservation Requests and Event Planning module. Check your org’s classification in the “Documents” section of your RSO’s Owl Life page.

Go to campustraining.kennesaw.edu, log in with your Net ID & password, find the Student Life section, click on “Student Organization Training AY 2017-2018” to enroll yourself in the course, and complete the required training per your position.

Questions?

Contact RSO Support with questions about this process:
rsosupport@kennesaw.edu