2019-2020 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 29, 2019 - September 30, 2019.

How to Re-Register a Student Organization for the 2019-2020 Academic Year:
1. **Owl Life Re-Registration:** Complete the Re-Registration form in Owl Life for your organization by going to the Register an Organization section (owllife.kennesaw.edu/register) and searching by the official RSO Owl Life name. See below for additional details. The Re-Registration form will open on July 29 & close September 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 Activities website: studentactivities.kennesaw.edu/forms.php
3. **Student Organization Online Training:** Specific Officers complete the appropriate modules of the 2019-2020 online Student Organization Training before September 30, which is found at campustraining.kennesaw.edu.
4. **Attend the RSO Conference:** At least one student must attend the RSO Conference on September 8 at the Old Gym at Marietta Campus. RSVP form link: studentactivities.kennesaw.edu/org_leadership_development.php

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, 2019, 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 eligible RSOs

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)
- Your on & off campus (if applicable) advisors information
- 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. Go to the Register an Organization section (owllife.kennesaw.edu/register) and find the RSO you wish to Re-Register by searching by the official RSO Owl Life name. Note: Only student members on the roster can complete this form.
3. This will begin the Owl Life Re-Registration form.
4. 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.

5. Add a profile picture or change the existing one. Remember that the profile picture is displayed as a circle.

6. 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.

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**Advisor Agreement**

KSU On Campus Advisors should complete the online Advisor Agreement form in Owl Life before September 30. Each KSU advisor must be signed into Owl Life with their information before completing their respective forms.
- Go to studentactivities.kennesaw.edu/forms.php and find the “Advisor Agreement 2019-2020” form
- 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**

Three student officer positions must complete 1-2 modules of the online training by September 30:
- Presidents must complete both modules of the online training.
- Reservation Delegates must complete the Reservation Requests and Event Planning module.
- Treasurers must complete the RSO Basics module.

Go to campustraining.kennesaw.edu, log in with your Net ID & password, find the Student Life section, click on “Student Organization Training AY 2019-2020” to enroll yourself in the course, and complete the required training per your position.

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**RSO Conference**

At least one student must attend the RSO Conference on behalf of the RSO. Students are allowed to represent up to two RSOs at the Conference on Sunday, September 8, 2019 from roughly 1:00am-5:30pm in the Old Gym at Marietta Campus. Additional students and RSO Advisors are welcome to attend the RSO Conference as well. All who wish to attend must RSVP by September 3rd to guarantee a lunch. Go to studentactivities.kennesaw.edu/forms.php to find the RSVP form.

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**Questions?**

Contact RSO Support with questions about this process: rsosupport@kennesaw.edu
Go to studentactivities.kennesaw.edu/forms.php for more info & links to forms

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Last Revised on 08-22-2019