

# REGISTRATION PREPARATION CHECKLIST

- Registration Workshop:
  - 2019-2020 Group completed the registration the FIRST time=ATTENDANCE is optional
  - ALL OTHER GROUPS MUST ATTEND the 2020-2021 REGISTRATION WORKSHOP
  - New organizations MUST HAVE ATTENDED A REGISTRATION WORKSHOP or will be denied AND submitted their NEW ORG PRESENTATION to orgsupport@uic.edu
- Constitution for the 2020-2021 school year
- If you are affiliated with a regional/national/international organization please have a letter supporting your organization for submission:
  - 1-Must be on letterhead
  - 2-Must be dated for the upcoming academic year
  - 3-Must state your group is recognized/active for the upcoming academic year
- Contact information for the three officers:
  - First Name (directory), Last Name (directory), UIC email, UIN
  - WE DO NOT RECOGNIZE CO-OFFICERS. You must select ONE person for each position.
- Confirm that each name submitted acknowledges they will serve for the FULL academic year 2020-2021.
- Contact information for the advisor:
  - First Name (directory), Last Name (directory), UIC email
  - WE ONLY RECOGNIZE ONE ADVISOR. You must select ONE person to be recognized by the university.
- Profile picture submitted (if your group uses the logo, it must be the newest version). It cannot use any UIC trademarks.

**Please note that the above are the most common reasons for denial**

**If there is an error in your submission:**

You will have FIVE (5) business days to submit any changes for review. After that you CAN be denied until the next review cycle.

**Follow up actions/activities:**

1. Please note the President and Treasurer are mandated to attend the Student Org Conference in the fall (date to be determined)
2. As a registered student organization you are required to submit Clery Geography Forms.