

REGISTRATION PREPARATION CHECKLIST

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

❑ REGISTRATION LAB:

- ALL GROUPS MUST ATTEND the 2021-2022 REGISTRATION LAB
- New organizations MUST HAVE A NEW ORGANIZATION PRESENTATION READY TO SEND TO **ORGSUPPORT@UIC.EDU** AT TIME OF RSVP (**SUBJECT OF EMAIL NEW ORG PRESENTATION**) FOR A REGISTRATION LAB or will the group will NOT receive access to lab
- ALL ORGANIZATIONS MUST RSVP FOR A REGISTRATION LAB **no less than 24hours prior to lab. NO WALK-INS ARE ALLOWED.** (Walk-ins will have to RSVP for the next registration lab available)

❑ CONSTITUTION:

Constitution for the 2021-2022 school year- Please review sample for mandated areas and suggested areas.

Mandated areas:

A. Non-discrimination statement THIS CANNOT BE MODIFIED:

It is the policy of the University and this organization not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

B. Mandated COF/Handling of Funds THIS CANNOT BE MODIFIED:

All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account.

The constitution must have either in the HEADER or FOOTER THIS LANGUAGE CANNOT BE MODIFIED (**DOCUMENT REVIEWED AND APPROVED FOR 2021-2022**) of the document. Documents missing this language will be denied and submission denied.

❑ AFFILIATION LETTER

If you are affiliated with a regional/national/international organization please have a letter supporting your organization for submission. This letter must come parent organization with the following conditions:

- 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
- 4-MUST BE A PDF submitted WITH your profile

❑ OFFICER CONTACT

Contact information for the three officers who are enrolled students at UIC:

First Name (directory),

Last Name (directory),

UIC email ONLY,

UIN (CONFIRM NUMBER)

WE DO NOT RECOGNIZE CO-OFFICERS. You must select ONE person for each position. **The President will become the point of contact. Their UIC EMAIL WILL BE THE PRIMARY CONTACT EMAIL.**

CONFIRM TERM OF SERVICE

Confirm that each name submitted acknowledges they will serve for the FULL academic year 2021-2022.

COMPLETE ORIENTATION

The President designee and Treasurer designee must complete the Module Organization Orientation (M.O.O) prior to approval of an organization. You must be signed into UIC Connect to complete.

<https://go.uic.edu/orgorientationofficer>

ADVISOR CONTACT

Contact information for the advisor (**advisors can be either FACULTY or STAFF but must be full time employees**):

First Name (directory),

Last Name (directory),

UIC email ONLY

UIC ONLY REGISTERS ONE ADVISOR. You must select ONE person to be registered by the university.

COMPLETE ORIENTATION

The Advisor designee must complete the Module Organization Orientation (M.O.O) prior to approval of an organization <https://go.uic.edu/orgorientationadvisor>. This orientation will also confirm the advisor's service for each organization. You must be signed into UIC Connect to complete.

PROFILE PICTURE

Profile picture submitted. It cannot use any UIC trademarks (circle, UIC, flames or etc) or your submission will be denied. This policy applies to ANY website, document or social media of the group.

ERRORS OR MISSING ITEMS

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 (FALL AFTER INVOLVEMENT FAIR OR SPRING REGISTRATION FOR THE NEXT YEAR)

The deadline for ALL corrections to be submitted is May, 16, 2021