How to Register Your Campus Organization
Reminder:
Designate one officer to initiate registration process

This person will be the primary contact for the registration process and will be an officer/signer for upcoming academic year.

Graduating officers, alumni, faculty or staff members CANNOT initiate the process.
NEW ORGANIZATION REGISTRATION

1. Log-in to campusgroups.uci.edu

3. Please fill out the application below to register a new campus organization.

Example: "Anteater Newbie Team at UCI - ANT"

('You may only use letters, numbers, spaces, ampersands &', hyphens '-', underscores '_', and single quotes ')
Log-in to campusgroups.uci.edu

Search for your RCO’s name & click on Group Re-Registration
Registration Form

This is where you begin to complete your registration form

Form Fields include:
- Organization Name
- Group Categories
- Mission: This is your organization’s description
- Upload: Constitution
- Upload: Logo
- Add 3-5 Signers/Officers
  - President
  - Treasurer
  - Other additional signer(s)/officer(s)
Registration Form: Officers

For Re-Registered Groups:
- Names of the previous year’s signers will appear
- Click on the existing name and hit “backspace delete” on your keyboard to delete this past officer.
- Then search for new officer’s name
Form fields include:
- Campus Organization Name
- Primary & Secondary Categories
- Group Email
- International Travel?
- Works with minors?
- Affiliations
- Advisors

If you need to pause, click on “Save As Draft.” You may find your draft under your “My Surveys/Forms” tab.
Check with your Advisor(s) if they have activated their CampusGroups account. Their name and contact will appear in the search function. If they are not listed, you can save your registration form as a draft and return back to this page when your Advisor(s) are ready.

For instructions, Advisors can visit: https://campusorgs.uci.edu/resources/advisor.php
This email confirms that COVP has received your registration form and it will be reviewed by our staff.

This email will only be sent to the person who initiated the registration process.

You may click on “View Form” to review your responses.

It also includes the next steps in the registration process.
Check Your Emails

Accept or Deny your role as a signer/officer

All signers/officers listed in the registration form will receive this email. To accept, signers/officers must complete the 7 signer agreement/acknowledgement forms.
Signer Agreement Forms

- Anti-Hazing Compliance Form
- Financial Responsibility Statement
- Principles of Community
- Principles Against Intolerance
- Nondiscrimination Statement
- Student Conduct Policy
- Clery Act Acknowledgement

Clery Acknowledgement

UCI Agreements: Clery Act Acknowledgement


Campus Security Authorities ("CSAs") must immediately report allegations of any Clery Act crime that is reported to them that occurs on or within the UCI geography, which includes: the UCI campus, public property immediately adjacent to the main campus, non-campus buildings or property owned or controlled by UCI and at the UCI Medical Center.

UCI Police Department and the Clery Act Compliance Coordinator request the assistance from our RCOs to meet our Clery requirements for determining non-campus building or property locations. UCI must report any Clery Act crimes that occur at all UCI non-campus buildings or property for the time periods in which an RCO "controls" or "uses" such locations. This includes, but is not limited to, locations such as hotels, motels, resorts, conference centers or other locations in which the RCO has a written agreement for "control" or "use." Any type of written agreement (i.e., a contract, reservation, invoice, receipt, etc.) establishes "control" or "use" of a location and classifies it as a "non-campus building or property" if the building or property is "used" or "controlled" for a certain amount of time (e.g. for more than three days).

It is the responsibility of each RCO to submit this non-campus information by completing the Clery Act Activity Form at www.campusorgs.uci.edu/offcampus prior to each travel of this nature.

For more information, please contact the Clery Act Compliance Coordinator at clery@uci.edu.

Clery Act Acknowledgement *

I have acknowledged that I have reviewed the agreement.

* [Peter Anteater]

Please sign indicating you have read and understood the agreement above.
Check Your Emails

Signer/Officer Agreement Form Confirmation Email

Includes Next Steps in the Registration Process:

Next Steps in Registration:
- View COOL Modules
- Complete COOL Quizzes
- Pay Registration Fee

*New Organizations:
- Attend New Organization Orientation
- Attend 20-minute Advising Meeting
Can’t locate your emails? Instructions featured on:
campusorgs.uci.edu
Pay Registration Fee
Pay Registration Fee

Designate one signer to pay the registration fee by registering for the “Event”

Credit Card Only

Write your Full RCO Name. No acronyms

Email confirmation serves as your receipt
Watch COOL Modules
Click on the links to watch each COOL Modules:
- COVP COOL
- Student Center & Event Services (SCES) COOL
- ASUCI COOL
- Sorority/Fraternity Life COOL (SFL Groups Only)
Watch COOL Modules

Campus Organization Online Learning (COOL)
Module 1

campusorgs.uci.edu
Each Quiz has its own set of questions and pass score requirements.

Quiz link will appear after you watch the COOL Modules.

Signer can retake quiz until score requirements fulfilled.
This is where you can check the status of your requirements.

Checklist(s) will appear 3 business days after registration form is submitted.

You can only view your own checklist, and not your fellow signers/officers.
New Organizations
Additional Requirements
Register for New Organization Orientation
New Organization Orientation

Register on CampusGroups

Select the orientation session that best fits your schedule

Two Signers must attend entire session
Write your Full RCO Name. No acronyms

Be prepared to discuss your organization’s mission, uniqueness and goals.
Same two signers must attend advising meeting

Must have attended Orientation **BEFORE** attending Advising Session

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**New Organization Advising**

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**Campus Organization Advising**

Due to COVID-19, our office is working remotely until further notice. We will conduct all advising meetings via Zoom. Once you sign-up for an apt you will be sent a Zoom link within 24 hours of your scheduled meeting time. Please use our General Advising links to meet with us to discuss any challenges you are facing or any questions you have.

As a leader of a campus organization you may face challenges that prevent you and your organization from being successful. Our office is dedicated to providing the tools and resources for your organization to be successful at UCI. We are always happy to meet with organization leaders to assist on a variety of topics, such as: event planning, liability waivers & insurance, funding/fundraising, on-campus resources, constitution reviews, policy interpretation, etc. You can meet with our Peer Advisors or with a professional staff member.

**New Org Advising**

Mandatory Advising Meeting (20 mins) to discuss in further detail the goals of your organization and how our office can support the organization in being successful. Atleast 1 signer must attend. Note: You MUST have attended a New Organization Orientation before the Advising Meeting.

**Drop-in Advising Hours**

**Monday - Thursday**

12 pm - 2 pm  
G308 Student Center - Student Life & Leadership

Meet with one of our trained Peer Advisors during drop-in advising hours. Check-in at the Student Life & Leadership front desk when you arrive.

If you have questions regarding registering an organization, please review our Registration Information page first.

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**General Advising**

Staff advisors provide support and guidance to your organization, its leaders, and its members on a range of topics from student organization policies and processes to conflict mediation, officer transition, fundraising, and recruitment.

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**New Org Advising**

Schedule Meeting | Angie Keen
Schedule Meeting | Selma Bustillos
Schedule Meeting | Angie Keen
Schedule Meeting | Darlene Esparza
Schedule Meeting | Darlene Esparza

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**Sign up at**

[https://campusorgs.uci.edu/Advising.php](https://campusorgs.uci.edu/Advising.php)
Recognition E-mail will be sent to the signer who initiated the registration process.

Hi Ed,

Your "New Campus Organization Registration Form" workflow submitted on Wed, Jul 1 at 6:30pm has been approved. Congratulations! Your organization is officially recognized as a Registered Campus Organization (RCO) and is in good standing with the University of California, Irvine for the 2020-2021 academic year. Please share this update with your fellow signers/officers.

You may now recruit members, sponsor events, and host meetings and activities in accordance with campus policies and procedures. You may now access your campus organization page by clicking on "My Groups" from the campus organization main menu.
Registration Processing Times

1. Campus Org submits registration form on CampusGroups
   - Registration Form
   - Signer Agreements
   - COOL Modules & Quizzes
   - Registration Fee Payment
   - New Org Orientation/Advising

2. 3 BUSINESS DAYS checklists will appear on CampusGroups

3. RCO completes ALL requirements

4. 5 BUSINESS DAYS RCO in the queue for final review

5. Organization is Recognized

* Incomplete or pending items may delay processing time.
QUESTIONS?

Office of Campus Organizations & Volunteer Programs

Chat with us
Mondays-Fridays
1pm-5pm
Until August 13, 2021
campusorgs.uci.edu

Schedule a Virtual Meeting
https://campusorgs.uci.edu/Advising.php

Email
campusorgs@uci.edu
Visit: https://campusorgs.uci.edu/registration/tutorials.php