

# Workshop: Updates on RSO Registration 2021



| [Involve@State](mailto:Involve@State)

# Agenda

Introduction of Department of Student Life RSO Team

Context for the Pilot Program

Organization Types

Registration Forms

Registration Timeline

Questions



Involve@State

# Department of Student Life RSO Team

**Adam Winans**, Office Assistant, staff lead for processing registration

**Rebecca Mizell**, Student Organization Central Business Office Manager, staff lead for RSO accounts

**Brian Hercliff-Proffer**, Assistant Director, staff lead for student organizations



Involve@State

# Context for Pilot

- To create a timeline to help student organizations be more proactive in preparing for the Fall Semester.
- To respond to needs of RSOs that have come up with leadership transitions
- To collaborate with Campus Partners to create a single registration process for RSOs who have had to register with multiple campus entities.
- To create a process that allows a tiered approach to provide the RSO Team better opportunity to support RSOs in their registration process.
  - In particular, to alleviate the over capacity on Student Life Staff in August and avoid registration and event requests opening on the same day



# Organization Types

More intended for the RSO Team, to help organize our registration processes.  
Moving forward, we will be using the following terms.

- Affiliated RSO
- Returning RSO
- New RSO



# Organization Types:

## Affiliated Registered Student Organizations

Those student organizations who are significantly supported by a campus college, department, office or unit. These may be returning or new organizations. These organizations also have a variety of affiliation with Student Life as RSOs. These are identified and determined by the Department of Student Life in collaboration with the respective campus college, department, office or unit.

Affiliated RSOs for 2021-2022 will be:

- Major Governing Organizations
- CoRES, CoPS and Class Councils
- Club Sports
- IFC, PanHellenic, NPHC, MGC Chapters



Involve@State

# Organization Types:

## Returning Registered Student Organizations

Those student organizations who are not an Affiliated Registered Student Organization and returning to Michigan State University and have been registered with Student Life within the last 12 consecutive months.



Involve@State

# Organization Types: New Registered Student Organizations

Those student organizations who are new to Michigan State University or have not been registered with Student Life for more than 12 consecutive months.



Involve@State



# Registration Forms

- Affiliated RSO Registration Forms will each be different. These forms will be based on their positionality, organization type and information that each respective campus college, department, office or unit needs.
  - Major Governing Organizations
  - CoRES, CoPS and Class Councils
  - Club Sports
  - IFC, PanHellenic, NPHC, MGC Chapters
- Returning RSO Registration Forms will be the same
- New RSO Registration Forms will be the same



# Registration Form Questions

All Organizations (Affiliated, Returning and New) will need to provide the following information:

- Profile information
- Categories
- Interests
- Profile photo
- Constitution
- Roster, including officers
- Advisor information
- Learning outcomes



Involve@State

# Registration Form Questions

Depending on your affiliation, you may also be asked to provide the following information:

- Affiliated campus college, department, office or unit specific questions
- Affiliated campus college, department, office or unit specific acknowledgements
- Financial account renewal
- RSO address, if applicable
- RSO email renewal, if applicable
- RSO agreement
- RSO expectations video\*\*



# Resource and Registration Timeline

- 1 May
  - Marketing for Registration and Reminders
- 15 May
  - RSO Handbook Launched
- 1 June
  - RSO Expectations Registration Video Launched
  - Affiliated Registered Student Organizations Registration Opens
- 1 July
  - RSO Advisor Handbook Launched
  - Returning Registered Student Organizations Registration Opens
  - Sparticulation Sign-Up Opens
- 1 August
  - New Registered Student Organizations Registration Opens
  - RSO Event Request Process Opens
- 17 September
  - DEADLINE for 2021-2022 RSO Registration



# Future State

- We would like to eventually move RSO Registration to begin in May to align closer to a majority of RSO elections and transitions
- We will continue identifying large groups of organizations to be categorized as Affiliate Type for an earlier registration
- We will be proposing amendments to Spartan Life to allow us to maintain this earlier registration process
- Sparticipation will be based on current registration not past



# Website

- <https://studentlife.msu.edu/rso-s/index.html>



Questions, Comments, Concerns?



---

Involve@State