How to Register a New Student Organization on CampusLINK

Step 1:

Log on to https://campuslink.uc.edu/

Step 2:

Sign in using your UC 6+2 and password
Step 3:

Click on the “Organizations” tab along the top toolbar

Step 4:

Scroll down the page. On the left-hand side click on “Register” under the title *Register a New Student Organization*. 
Step 5:

Read every page carefully to give your New Student Organization its best chance of approval!

In order to register as a New Student Organization you MUST

1. Submit registration on CampusLINK (this tutorial)
2. Attend a R.E.S.E.T. meeting – follow this link for dates:
   https://www.uc.edu/sald/student-organization/toolkit.html
3. Turn in verification form received by president after R.E.S.E.T. meeting to 655 Steger.
4. Student Activities Board will then be in touch about next steps.

Click NEXT
Ensure your New Student Organization meets the following requirements.

Click NEXT
Step 7:

Upload a profile picture, an excel sheet (with a column for each piece of required information) of your members, and your constitution and bylaws in these three locations

You can use the constitution and bylaws template at the URL provided, ensure that the final product is specific to your organization.

Click NEXT
Step 8:

Fill in the necessary information.

- You may choose whether your organization is directed at undergraduates, graduates, or if it is a University Organization
- You may choose whether your members will be charged dues or a membership fee. The University Funding Board allocates funding to student organizations who do not charge dues, however the amount varies based on student organization need. (Club sports has a different allocation committee that may allocate funding regardless of membership fees)

Click NEXT
Time to give more details about what your New Student Organization is all about! Make sure your student organization is unique and different from all of the other student organizations offered at UC.

Click NEXT
Step 10:

Just a reminder that your organization’s President and Treasurer must attend a R.E.S.E.T. meeting.

Follow the link for dates: [https://www.uc.edu/sald/student-organization/toolkit.html](https://www.uc.edu/sald/student-organization/toolkit.html)

Step 11:

Read the following information and make sure you understand the requirements. Then check the required boxes.  Click NEXT
Step 12:

Provide the information above in regards to your organization.

You do not have to have an established Facebook, Twitter, or webpage.

Under “Organization Description” give an in-depth explanation of your New Student Organization. Some ideas are: Who are you? What is your purpose? What will you do and how will you do it?

Click NEXT
Step 13:

Choose what interests your organization has by clicking on the broad folder category you feel represents those interests. Then click the “+” next to each special interest that represents your organization. You can also rank them in order of importance/relevance.

Click NEXT
Step 14:

Choose what categories your organization falls under. You may choose more than one category by pressing the “+” next to the available categories.

Click NEXT

Step 15:
Now it’s time to add your officers, advisor, and members!

Add your advisor and officer members individually by clicking the Position you are adding and inserting an email and first/last name. Click “ADD” for each member.
Step 16:

For the remaining members who do not hold officer positions in the organization, you can add them by email. Click on the “Add Member List” tab and insert emails with .edu addresses separated by commas.
Step 17:

Make sure that all of the green check marks appear checking off the required boxes and that you have added at least 10 student members’ contact information. You can scroll through your member list by clicking prev and next in the bottom right hand corner.

Click NEXT
Step 18:

Review all pages and submitted documents to ensure that you are not missing any important information! You can view this in PDF format as well.

Once *everything* is reviewed and in place, click “SUBMIT YOUR APPLICATION FOR APPROVAL”

Step 19:

You should see the green header informing you that your registration has been submitted successfully. If you do not see this message please contact: UCIT at (513) 556-4357

You can filter your submissions made to CampusLINK by changing the status of the documents you have submitted.
Step 20:

Don’t forget to attend the appropriate R.E.S.E.T. meeting for new organizations and Student Activities Board should be in contact about your next steps.