

Student Organization Registration Policy

Student organization registration is reviewed annually by the Student Leadership and Involvement Center. All existing student organizations will re-register annually via CU Involved. The Student Leadership and Involvement Center reserves the right to withhold the registration of any organization.

Registration is an annual requirement of all Creighton University student organizations. The registration process involves the submission of the Annual Activity Report and the Registration Form on CU Involved. For an organization to be considered fully registered the faculty/staff moderator must have completed moderator training once every three years and representatives must have attended the required CSU Fall/Spring Conference.

After the registration forms are reviewed by the Student Leadership and Involvement Center to verify all registration requirements have been met, the President and Moderator will get a message indicating either:

- Approved: no further steps are necessary, the organization is registered. Or,
- Denied: this message will come with additional instructions explaining the reason for the denial. In most instances, following the instructions and re-submitting the application will lead to approval.

Registration Deadline Policy

The registration deadline for student organizations is set by the Student Leadership and Involvement Center. For organizations that change officers at the calendar year, registration will be due on January 30. For organizations that change officers at the academic year, registration will be due on May 15. All organizations must register via CUInvolved by the deadline to ensure the most accurate information possible is collected. Student organization presidents will be notified about the registration deadline via the student organization presidents listserv.

If an organization fails to register by the deadline, their student organization privileges will be suspended, the CU Involved account will be frozen, and the organization will be considered on restricted status. Organization privileges include, but are not limited to, holding events on or off campus, reserving meeting or event space, utilizing CU Involved, advertising, or applying for CSU funding. (For a complete listing of privileges, please see [here](#).) Organizations will not be allowed to renew their registration until the following semester's registration cycle. Organizations that are on restricted status for three or more semesters will be considered inactive and are required to complete the new student organization process.

Organizations that go through the Student Organization Review Committee and are conditional status organizations as well as organizations who change officers at the calendar year are required to attend the CSU Spring Conference as well as the CSU Fall Conference. All other organizations are required to attend the CSU Fall Conference. If an organization is unable to attend the CSU Fall/Spring Conference, the organization president must participate in the online training. The online version of the information will be sent out following the conference and training must be completed within two weeks of the conference. If an organization fails to complete the online training, the organization will be considered in not good standing with the Student Leadership and Involvement Center. The organization will lose its privileges for the semester and will not be allowed to renew its registration until the following registration cycle.