

WVU Student Organization ANNUAL REGISTRATION

HOW TO REGISTER

1

Register

Returning organizations must complete the Existing Organization Re-Registration form on WVUENGAGE.

New organizations must complete the New Organization Registration form on WVUENGAGE.

2

Training

At least one officer is required to complete the virtual Finance module and virtual Title IX module as well as attend an Organization Registration Workshop. Check the "Events" section of WVUENGAGE for dates.

3

Advisors

All advisors must complete a mandatory training module and completion form.

4

SEL Approval

Once all requirements have been met, you will receive approval from WVUENGAGE.

5

New Organizations

All new organizations must attend a New Organization Meeting with a member of SEL. New organizations must present to SGA for final approval.

YOUR STATUS

ACTIVE

Registration has been successfully completed by the September 15th deadline.

The benefits of being Active:

- Reserve campus spaces (classrooms, Mountainlair, brick area, banner space, etc.).
- Use WVU marks & brand.
- Receive SGA Grants.
- Use Student Organization Resource Center (printing, button maker, craft supplies, equipment, etc.).
- Participate in Student Organization Fairs.
- Receive weekly SEL Newsletter, and more!

PENDING

Registration is in-progress and being reviewed by a member of the SEL Team.

Only partial access to the above benefits are granted.

INACTIVE

Registration has not been fully completed by the September 15th deadline.

No access to the above benefits are granted.



CHECKLIST

- Officer Trainings
 - Registration Workshop
 - Finance Module
 - Title IX Module
- Registration Form
 - Constitution
 - Roster
 - Officers/Advisor
- Advisor Requirements
 - Training Module

REQUIRED INFORMATION

Constitution

- Purpose Statement
- Membership Statement
- Non-Discrimination Statement
- Officer GPA Requirement
- WVU Code of Conduct Statement
- Financial Requirements

Roster/Officers

- Required Officers:
 - President, Vice President, Secretary, & Treasurer
- Faculty/Staff Advisor
- Any other Officers
- All members

MORE INFORMATION:

To Register:

wvuengagement.wvu.edu/register

Review Registration Process:

<https://studentengagement.wvu.edu/student-organizations/registration>