Registration

Thank you for your interest in registering your student organization. The University of North Carolina at Chapel Hill supports an atmosphere where students can openly share ideas, interests, and concerns. Through involvement with co-curricular activities and attendance at programs sponsored by student groups, students can develop their skills, knowledge, attitudes, and behaviors in regard to dynamic learning, honor, personal responsibility, and community engagement. Involvement in co-curricular activities plays an important and complementary role to learning in the classroom, and the University strongly supports student creation of and involvement in organizations.

Annual Registration Process:

Registered student organizations must reapply for registration annually. Organizations that transition leadership during the spring or summer will complete their registration during the fall application period, that opens on **August 15th** and closes on **September 30th**. Organizations that transition leadership during the fall semester will complete their registration during the **spring application period**, that opens on **December 1st** and closes on **January 31st**. The registration form must be submitted and officer orientation sessions attended prior to those deadlines in order for your organization to maintain your registered status for the year. It is good practice to keep in mind the annual registration date to alleviate any issues. Click on the 'Requirements of Registration' tab below for more information.

There are three steps in the re-registration process:

1. Complete and submit the Registration Form and complete any necessary edits by communicated deadline
2. Your student organization advisor must complete the online Advisor Agreement Form by registration deadline.
3. Officer Orientation Sessions, two officers must attend but do not have to attend the same session (view below)

Failure to complete all of the necessary steps outlined above will result in the loss of the organization's registration status with the university and the organization will lose the benefits associated with registration that are outlined on the tabs below. Organizations that do not complete the steps above by their designated registration period will be set as inactive and will have to wait until the next registration period to register.

If you cannot find your organization using the search function of heellife.unc.edu this means your group is not currently registered and has been designated as 'lapsed' or 'inactive' in our registration records. Please contact us at studentlife@unc.edu to get your page changed to active so you can submit the registration form during one of the two registration periods.

Registration extends from the time an organization is approved by the Office of Student Life & Leadership until September 30th of the following academic year for organizations that transition in the spring/summer and until January 31st for organizations that transition in the fall. If you have questions, please send an email to studentlife@unc.edu.
Officer Orientation Sessions

Both the president and the treasurer must attend (one person can receive credit for multiple organizations) and both officers do not have to attend the same session.

<table>
<thead>
<tr>
<th>Spring Officer Orientation Sessions</th>
<th>Times/Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 4th</td>
<td>4-5:30p / CU 3411</td>
</tr>
<tr>
<td>January 10th</td>
<td>5-6:30p / CU Great Hall</td>
</tr>
<tr>
<td>January 14th</td>
<td>6p-7:30p / CU Great Hall</td>
</tr>
<tr>
<td>January 17th</td>
<td>5:30-7p / CU Great Hall</td>
</tr>
<tr>
<td>January 23rd</td>
<td>5-6:30p / CU Great Hall</td>
</tr>
<tr>
<td>January 29th</td>
<td>6-7:30p / CU Great Hall</td>
</tr>
</tbody>
</table>

How to Access the Online Registration Form:

- The student who is the primary contact of the organization should complete the registration form by navigating to Heel Life.
- Select the "Log In" icon at the top right corner of the page.
- Use your ONYEN and ONYEN password to log in.
- Select the "Organizations" link along the top toolbar.
- Click the 'Registration' button on the left side of the page.
- Type the name of the organization in the top search bar to find the organization.
- Click on your organization's name to begin the re-registration form.
- Complete the form and click submit.

Existing Student Organizations

General Information

It is extremely important that you inform the Office of Student Life & Leadership (SLL) of your current contact information by updating the organization's Heel Life page. We use this information to send out important messages related to organizations throughout the year, including info about deadlines and opportunities. Your organization's listing should be updated any time information about your organization changes. You can find step-by-step
2018-2019 Important Dates Timeline for Student Organizations

- August 15 – September 30: Fall Registration Period
- August 15: Applications for New Student Organizations Opens
- August 20: FallFest 2018
- August 30 – September 28: Officer Orientations
- August 25: President’s Retreat
- September 7: First Day of Reservations for Spring Semester
- September 12: Advisor Welcome Back Lunch
- September 20: Student Orgs Networking Night
- September 25: First Year Faves Student Org Fair
- September 26: Student Orgs Fall Involvement Fair, Pit
- September 30: Registration Expires (organizations that operate on academic year not completing renewal paperwork)
- November 6: Officer Transition Dinner
- December 1 – January 31: Spring Registration Period
- January: Officer Orientations
- February 1: Registration Expires (organizations that operate on calendar year not completing renewal paperwork)
- February 1 – February 28: Carolina Union Space Application Period
- February 7: Student Org Advisor Networking Event
- February 21: Student Orgs Involvement Fair
- April 3: Student Orgs Networking Night
- April 1 – May 31: Annual Report Period
- June 1: FallFest Applications Open (must have submitted an Annual Report)

Registration Does Not Include

1. Tax exempt status and/or use of the University’s tax ID number.
2. Guaranteed funding for the student organization.
3. Endorsement of the viewpoints of the student organization.

Registration Includes

1. Use, through reservation, of specified University facilities, property, services, or equipment pursuant to The University of North Carolina at Chapel Hill’s Facilities Use Policy (http://policies.unc.edu/policies/fac-use/).
2. Use of the University’s name in the organization’s title, so long as University sponsorship or endorsement is not implied or stated.

If you desire to use the University’s name as part of your organization’s name, it should follow one of these forms:

- (The) University of North Carolina at Chapel Hill
- UNC-CH
Not:

- UNC

3. Access to funding from the Student Activity Fee that is legislatively apportioned by the Undergraduate Senate and access to funding from the Graduate and Professional Student Senate appropriations.

4. Assistance from Student Affairs including, but not limited to, the Carolina Union, Accessibility Resources & Service, Office of Fraternity and Sorority Life, and Campus Recreation. Available are: leadership training and educational workshops, general organizational advisement, assistance in publicity and marketing, program planning advisement, reference materials, and more.

Source URL: https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/registration