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 15th. 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. The primary contact must complete and submit the online Registration Form in Heel Life and complete any necessary edits by communicated deadline.
2. The student organization advisor (not the student org officer) must complete the online Advisor Agreement Form by appropriate registration deadline. Click here [1] to access the agreement form. The advisor must log in with their ONYEN to submit.

3. Both the president/chair and treasurer/financial officer of the organization must complete the Online Officer Orientation [2], which will be on Heel Life beginning August 15th. This online training includes videos to review and a quiz. Each officer will need to get 100% on the quiz for it to be approved for credit. (Note - If the president is the person that submits the Online Registration Form then you will not need to submit a separate quiz submission as it is embedded into the registration form.)

Registration extends from the time an organization is approved by the Office of Student Life & Leadership until September 15th 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 [3].

Once all three of the above steps are completed (registration form, advisor form, officer orientations), the registration form will be approved. 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, which are outlined below under the 'Registration Includes' tab.

Online Officer Orientation

*NEW VIRTUAL TRAINING* Both the president/chair and treasurer/financial officer of the organization must complete the Online Officer Orientation, which will be on Heel Life on Aug 15th. This online training includes videos to review and a quiz. Each officer will need to get 100% on the quiz for it to be approved for credit.

(Non - If the president is the person that submits the Online Registration Form then you will not need to submit a separate quiz submission as it is embedded into the registration form this year.)
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 the blue 'Re-Register' button to begin the re-registration form.
- Complete the form and click 'submit'.

Another way to access the registration is to go to the 'Manage' section of the organization's Heel Life page, where you will see a blue Register button to access the registration form for that organization. If you do not see the registration button, your organization registers in the opposite registration period.

Once **all three of the above steps are completed** (registration form, advisor form, online officer orientation), the registration form will be approved. 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, which are outlined below under the 'Registration Includes' tab.

If you cannot find your organization using the search function of [heellife.unc.edu](http://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](mailto:studentlife@unc.edu) to get your page changed to active so you can submit the registration form during one of the two registration periods.

What information will I need to provide on this form?
1. **Requirements of Registration**
   - This will include stipulations of your group composition, adherence to university, state & federal policies, and advisor prerequisites.
     - Find the requirements of a student organization advisor here.

2. **Affiliations**
   - Any association with campus offices, departments, national, or international organizations.

3. **Contact and Organizational Information**
   - Primary Contact: PID Number, Phone Number, Mailing Address (or student organization mailing address)
   - Treasurer: Name, Email, Phone Number
   - Advisor: Name, Email, ?PID Number
   - Organization: Composition (undergraduate, graduate, both), Election Date, Membership Count

4. **Organization Constitution and Bylaws verification**
   - As an organization that has previously been registered by the University, you should already have a constitution and bylaws. Please make sure that you upload the most current version of your constitution and bylaws during the annual registration process. If you have questions about the format, a sample outline and info on how to get more help may be downloaded the bottom of this page.

5. **General Information**
   - Official Name
   - Acronym / Nickname
   - Organization Description Summary
   - External Organization Links
   - Contact Information & Address

6. **Organization Logo / Picture**
   - If you would like to have a logo designed for your organization, contact Carolina Union Communications & Creative Services.

**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](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:

- Organization Name at (The) University of North Carolina at Chapel Hill
- Organization Name at UNC-CH
- Organization Name at UNC-Chapel Hill
- Organization Name at Carolina

**Not:**

- UNC
- UNC-CH Organization Name
- UNC-Chapel Hill Organization Name
- Carolina Organization Name

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.

**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.

**Lapsed or Inactive Organizations**

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 outlined above by their designated registration period will be set as inactive or lapsed in their registration with the university and will have to wait until the next registration period to register.

It is the organization's responsibility to contact us at [studentlife@unc.edu](mailto:studentlife@unc.edu) with subject line 'Lapsed Organization' to re-activate the organization's HL page so you can complete the registration process.

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

**Links**
[1] https://heellife.unc.edu/submitter/form/start/495780
[3] mailto:studentlife@unc.edu