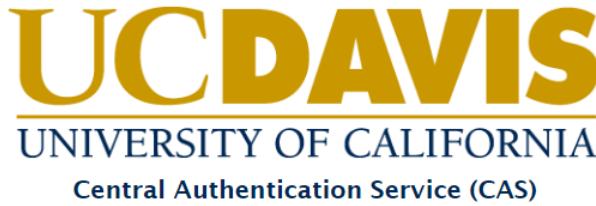


Registering Your NEW Student Organization

Center for Student Involvement

Sign-in to AggieLife

1. Go to: <https://aggielife.ucdavis.edu/>
2. Log on with your Kerberos/ CAS Account



Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.

UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a *phishing scam*. Delete it without responding.

Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call your local IT service desk:

UC Davis Campus: IT Express at 530-754-HELP (4357)

UC Davis Health: Technology Operations Center at 916-734-HELP (4357)

Copyright © Regents of the University of California, Davis campus. All Rights Reserved.

A screenshot of the AggieLife website homepage. At the top, there is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The HOME link is highlighted. To the right of the navigation bar is a blue "SIGN IN" button, which is circled in red. Below the navigation bar is a large banner image showing a scenic campus street lined with trees and buildings. Overlaid on the banner is a dark rectangular area containing the text "Discover unique opportunities at UC Davis" and a search bar with the placeholder "Search Events, Organizations, and News Articles". In the foreground, several people are riding bicycles on a paved area with a large yellow UC Davis logo painted on the ground. The overall theme is student life and campus engagement.

!WARNING!

If the following steps did not work for you, please contact us.

Email: getinvolved@ucdavis.edu

Phone number: (530)752-2027

Location: 442 Memorial Union (4th Floor), Center for Student Involvement

Register a new Registered Student Organization (RSO) through the Organization List

Step 1: Click on the “Organizations” tab on the front page of AggieLife to bring you to this page.

The screenshot shows the AggieLife website interface. At the top, there is a navigation bar with tabs: 'ORGANIZATIONS' (which is circled in red), 'NEWS', and 'FORMS'. Below the navigation bar, the page title is 'Organizations'. On the left side, there is a sidebar with search and filter options: 'Search Organizations', 'Branches' (with a dropdown menu 'Select branches'), and 'Categories' (with a dropdown menu 'Select categories'). On the right side, there is a list of organizations, each represented by a circular icon and a name. The organizations listed are: 'Honor Society of Phi Kappa Phi', '#include', '27 Heartbeats', 'AATC Tutors', and 'Active Minds'. A large red arrow points from the text 'Step 1' to the 'ORGANIZATIONS' tab. Another red arrow points from the text 'Step 2' to the 'REGISTER AN ORGANIZATION' button.

Step 2: Click on “Register an Organization”

ORGANIZATIONS NEWS FORMS

Organizations

Search Organizations

Branches
Select branches

Categories
Select categories

REGISTER AN ORGANIZATION

Honor Society of Phi Kappa Phi
Phi Kappa Phi is more than a line on a résumé. The nation's oldest and most selective multidisciplinary collegiate honor society initiates more than 30,000 members a year on 300 campuses in the United States and...

#include
#include is an organization that aims to provide web and mobile app development services for local non-profits. It introduces students to various aspects of computer science outside of the classroom and provide...

27 Heartbeats
The purpose of this organization will be to collect sources of veterinary medical supplies and distribute them to animal shelters in need around the world along with educating our members and other students about th...

AATC Tutors
AATC Tutors

Active Minds
Active Minds is a non-profit organization headquartered in Washington, DC whose purpose is to develop and...

Register an Organization

Re-Register Existing

 Find an organization to re-register

Honor Society of Phi Kappa Phi

Not Available

#include

Not Available

27 Heartbeats

Not Available

AATC Tutors

Not Available

Active Minds

Not Available

NEXT >

Register New

REGISTER A NEW ORGANIZATION

You will be brought to this page.

Active Minds
Not Available

NEXT >

Register New

REGISTER A NEW ORGANIZATION



Step 3: Click this button to begin the new registration process.

Registration Instructions: Before You Begin

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

For an overview of the student organization registration process, please visit the [CSI website](#).

Officers must complete requirements as necessary. Requirements include:

The President and Treasurer must complete [online orientation](#).

All five officers are responsible for reviewing and accepting the **Terms and Conditions (T&C)**.

If your student organization intends to request reservations on main campus via Conference and Event Services, Authorized Reservers must complete an [online Authorized Reservers Training](#).

When the Registration Form is submitted, CSI staff will cross-reference officers with completed orientation, Terms and Conditions, and/or Authorized Reservers Training. **If requirements are not complete, the form will be denied** with a comment that indicates the requirements still needed. If your request is denied, this is your chance to try again.

- Access [your submissions page](#) to resume any partial submissions or view the status of completed ones. To locate this list, click on your initial or photo in the top right of the screen and select *Submissions*. This defaults to your list of form submissions.
- You can edit and re-submit denied forms by clicking the view icon (the "eye").

Please read these instructions thoroughly before you begin the registration process to ensure your registration will be approved the first time you submit it. Registration is commonly denied due to Orientations and Terms & Conditions not being completed prior to the registration form being submitted.

NEXT >



Click on “Next” after reading these instructions.

2018-2019 Student Organization Registration - Step 2 of 12

Provide some basic information about your organization.

General Information

*Official Organization Name

Acronym/Nickname

*Organization Description Summary

This portal is used for CSI testing purposes, tutorials, etc. This is our updated description.

160 characters remaining

Fill out the General Information for the new organization. The fields with * are required to fill out.

Organization Contact Information

Email

getinvolved@ucdavis.edu

Street Address

442 Memorial Union

Street Address Line 2

City

Sacramento

State/Province

CA

ZIP/Postal Code

95616

Country

Phone Number

(530) 752-7411

Extension

Fax Number

Organization Contact Information is optional to fill out. For Street Address, you may use “442 Memorial Union”, which is the Center for Student Involvement’s address. If so, please use “Davis” for city, “CA” for state, and “95616” for zip code.

Please use caution if using a personal number for the “Phone Number” section. This information will be posted publically on your AggieLife portal.

Website

*Organization Web Site URL

csi-testing-portal

<https://aggielife.ucdavis.edu/organization/csi-testing-portal>



This part will automatically be filled out. If the RSO has another website, you may put it under “External Website.”

External Website

<http://www.csi.ucdavis.edu>

Social Media

Facebook Page URL

Twitter Username

YouTube Channel URL



Filling out social media is optional. If filled out, it will display on the RSO’s portal.

Flickr Feed URL

Instagram Page URL

Google+ Page URL

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

Vimeo Page URL

Additional Information

* Primary Category

- Academic [i](#)
- Advocacy and/or Political [i](#)
- Arts and Entertainment [i](#)
- Community Service [i](#)
- Environmental/Sustainability [i](#)
- Ethnic/Cultural/Identity-Based [i](#)
- Fraternity or Sorority [i](#)
- Health and Wellness [i](#)
- Honor Society [i](#)
- International [i](#)
- Performance [i](#)
- Professional [i](#)
- Recreation/Sports [i](#)
- Religious/and or Spiritual [i](#)
- School of Law [i](#)
- School of Medicine [i](#)
- School of Nursing [i](#)
- School of Veterinary Medicine [i](#)
- Campus Department

Primary category determines who your CSI contact is, and is something you pick as part of the registration process.

Please note that once you set your primary category, it could only be changed by contacting our office.

2018-2019 Student Organization Registration - Step 3 of 12

Profile Picture

Current organization profile picture



Choose File No file chosen

Adding a profile picture is optional, but highly recommended to help potential members know your organization is active.

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 4 of 12

Select the categories that your organization belongs in.

Organization Categories

Available Categories

- Academic
- Advocacy and/or Political
- Arts and Entertainment
- ASUCD (Associated Students of California University Davis)
- Campus Department
- Community Service
- Environmental Organization

Assigned Categories

You may choose several categories that your RSO falls under. This is used when potential members search on AggieLife for RSOs they are interested in joining.

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 5 of 12

Select interests that represent your organization.

Organization Interests

Select Interests

- Academic
- Art
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

Rank Interests

You may select several organization interests that represent your organization. These are useful for when potential members search for organizations to join.

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 6 of 12

Select members to fill the Positions in your Organization.

[View Organization Roster Requirements](#)

Fulfill your Organization's Roster Requirements

At least 5 total participants



Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

[Add individual Members or Positions](#) [Add multiple Members in bulk](#)

Position	* Email
Member	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>

ADD

You need to add all of the incoming officers onto your AggieLife roster and any other members that you know of at this time. You can add new members to the roster as they join as well anytime after your organization gets registered.

WARNING: If you do not include the five listed officers for your organization, your registration will be denied.

Review Roster

Review, Remove, or Edit Position Assignments within your Roster.



REMOVE

Email	First Name	Last Name	Positions	
<input type="checkbox"/> kehinkson@ucdavis.edu	Kathleen	Hinkson	Member	EDIT POSITION
<input type="checkbox"/> ceokoyeigwe@ucdavis.edu	Chioma	Okoyeigwe	Member	EDIT POSITION
<input type="checkbox"/> jammartinez@ucdavis.edu	Joe	Martinez	Member	EDIT POSITION
<input type="checkbox"/> nmsaleh@ucdavis.edu	Nouriyah	Saleh	Member Officer #3	EDIT POSITION
<input type="checkbox"/> kdees@ucdavis.edu	Kristin	Dees	Member Service hour coordinator President/Primary Leader	EDIT POSITION

Showing 1 - 5 of 7

[first](#) | [prev](#) | [next](#) | [last](#)

Roster Requirements

Does your Organization Roster meet all Position requirements?

At least 5 total participants



[**< PREVIOUS**](#)

[**NEXT >**](#)

You may edit the positions of people on the RSO roster. Please make sure that the five officers are on the roster.

2018-2019 Student Organization Registration - Step 7 of 12

2018-2019 Registration: Officers

New officers must complete requirements as necessary. Requirements include:

The President and Treasurer must complete [online orientation](#).

All five officers are responsible for reviewing and accepting the Terms and Conditions (T&C).

If Authorized Reservers are changed, they must complete an [online Authorized Reservers Training](#).

When the Registration Form is submitted, CSI staff will cross-reference officers with completed orientation, Terms and Conditions, and/or Authorized Reservers Training. **If requirements are not complete, the form will be denied** with a comment that indicates the requirements still needed. If your request is denied, this is your chance to try again.

- Access [your submissions page](#) to resume any partial submissions or view the status of completed ones. To locate this list, click on your initial or photo in the top right of the screen and select *Submissions*. This defaults to your list of form submissions.
- You can edit and re-submit denied forms by clicking the view icon (the "eye").

When registration is approved, CSI staff will make the appropriate changes in the student org's roster.

Please make sure that the five officers have completed the required forms prior to submitting this registration form.

Only currently enrolled UC Davis students can be officers.

Warning: If you list someone who is not currently enrolled as a student at UC Davis, your registration will be denied.

* Full Name of President/Primary Leader

* President/Primary Leader UC Davis email address:

* Full Name of Treasurer/Financial Officer

* Treasurer/UC Davis email address:

* Full Name of Officer #3

* Officer #3 UC Davis email address:

* Full Name of Officer #4

* Officer #4 UC Davis email address:

* Full Name of Officer #5

* Officer #5 UC Davis email address:

Please fill this out carefully and use the officers' UC Davis (@ucdavis.edu) emails.

Personal emails (e.g. gmail, icloud, yahoo) are prohibited.

Warning: Your registration will be denied if a non @ucdavis.edu email is listed.

2018-2019 Student Organization Registration - Step 8 of 12

2018-2019 Registration: Non-Students

*

Do non-students participate in your organization's activities?

- Yes
- No

* Non-student Roles
(Check all that apply.)

- Attend organization meetings
- Select members
- Direct advertising
- Reserve and/or staff MU/Silo tables
- Reserve facilities
- Hold office
- Lead meetings, practices, and/or programs
- Vote
- Represent our group to the University or community
- Control the group's finances (i.e., expenditures, record-keeping)
- N/A. Non-students do not participate in our organization's activities.
- Other

Please explain non-students' roles in any items checked above.

Please mark “yes” or “no” if non-students participate in your organization’s activities.

Then, check off the boxes on what those non-students will be doing in your organization and further elaborate in the comment box.

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 9 of 12

2018-2019 Registration: Advisor

Your organization may choose to have an advisor. Student Interest Groups at the School of Medicine are required to have a faculty advisor. Advisor resources and an [advisor manual](#) are available through CSI. An advisor can be a valuable source of information and continuity for the organization.

CSI defines an RSO advisor as a faculty, staff, community member, or alumna/us that supports the needs of the organization by serving in multiple roles. The various roles include content expert, educator, encourager, facilitator, follower, mentor, and resource. Advisors maintain consistent contact with the student organization to

- Empower the student organization to be in alignment with the student org's mission and purpose
- Encourage community building and networking in and outside the organization
- Generate learning, growth, empowerment, and autonomy among members
- Refer, consult, and collaborate with CSI to educate students on policies, best practices, and campus resources
- Additional expectations can be set by you and your student organization.

Advisors may:

- Provide information/advice to the organization
- Participate in orienting and training new members and officers
- Attend organization meetings and participate in discussions

Advisors may not:

- Select members (but may participate in selection discussion)
- Determine or direct the organization's programs, goals, or performances
- Control the organization's finances
- Vote or hold office
- Reserve campus facilities or represent the organization to the University or community

*

Does your organization have an advisor?

- Yes
- No

Advisors are not required. Please note that your CSI Contact is not considered as an advisor. Advisors are usually UC Davis professors or faculty members.

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 10 of 12

2018-2019 Registration: Affiliations

*

Does your organization have a relationship with any UC Davis department/group or any other campus, local, state, national, or international organization?

Yes

No

< PREVIOUS

NEXT >

If your organization has any affiliations with other groups,
please identify them in this step.

2018-2019 Student Organization Registration - Step 10 of 12

2018-2019 Registration: Affiliations

* Name of the affiliated organization(s)

* Describe your organization's relationships with the affiliated organization(s).

< PREVIOUS

NEXT >

2018-2019 Student Organization Registration - Step 11 of 12

2018-2019 Registration: Agency Account & Authorized Reservers

Agency Account

Registered student organizations may open and maintain an agency account on campus. This account has a \$35 annual fee. Although it differs from a typical bank account in that you have no checkbook, it may be used as the RSO's general operating fund for all income, expenditures and campus recharges.

Benefits of an Agency Account

- It provides access to financial services on campus.
- It is required to reserve campus facilities.
- It is required to receive CFC grants and loans and most other campus grants.
- Most campus departments require it to recharge for services (e.g., audiovisual equipment, catering, security, stage, tables, chairs, etc.).
- It enables you to establish a gift account for deposit of donations that are tax deductible (with a 6% University assessment).

The student organization's President/Primary Leader and Treasurer/Financial Officer are authorized to sign for the student organization's agency account and complete transactions on behalf of the student org.

* Agency Account Options

- We would like to renew our existing account.
- We do not want to renew our existing account.
- We would like to open a new agency account.
- We don't need an agency account at this time.

If your organization has an EIN/Tax ID Number, please enter it below.

< PREVIOUS

NEXT >

Indicate whether or not you would like to open, or don't need an Agency Account. Please note that you can always open an Agency Account any time during the school year.

If you have an EIN/Tax ID number from the IRS, please provide it as well.

2018-2019 Student Organization Registration - Step 11 of 12

2018-2019 Registration: Agency Account & Authorized Reservers

Authorized Reservers

Because you indicated your student organization would like to activate or open an on-campus Agency Account, you will be eligible to request reservations on main campus via Conference and Event Services. Please indicate two (2) leaders of your officers who are authorized to reserve campus facilities through Conference and Event Services (CES).

* Full Name of Authorized Reserver #1

* Authorized Reserver #1 Email Address

* Full Name of Authorized Reserver #2

* Authorized Reserver #2 Email Address

< PREVIOUS

NEXT >

With an Agency Account, you can make room reservations on campus. To do so, you will need to select 2 out of your 5 listed officers to be the Authorized Reservers.

Warning: Your registration will be denied if a non @ucdavis.edu email is listed.

2018-2019 Student Organization Registration - Step 12 of 12

2018-2019 Registration: Liability Insurance

Student organizations that have their own liability insurance will not be able to register with the Center for Student Involvement or reserve campus facilities until a copy of their valid Certificate of Insurance is on record with the office.

A new Certificate of Insurance must be provided prior to the old policy's expiration date. A lapse in coverage may result in organizations losing their registration status with CSI and the ability to reserve campus facilities.

Student organizations need to provide a Certificate of Insurance that meets the following requirements:

- Your registered student organization at UC Davis must be listed as the Insured or Additional Insured.
- The REGENTS OF THE UNIVERSITY OF CALIFORNIA must be listed as Additional Insured.
- The Insurer/Producer name and contact information must be on the certificate.
- The policy start and end date must encompass the entire length of the event.
- The policy must include General Liability coverage of at least \$1,000,000.
- The Certificate of Insurance must provide 30 days' advance written notice to the University of any modification, change, or cancellation of any component of the insurance coverage.

Email Certificates of Insurance to getinvolved@ucdavis.edu or mail them to:

UC Davis Center for Student Involvement
442 Memorial Union
One Shields Avenue
Davis, CA 95616

[< PREVIOUS](#)

[NEXT >](#)

2018-2019 Student Organization Registration - Step 12 of 12

2018-2019 Registration: Liability Insurance

Student organizations need liability insurance to operate on campus and use campus facilities. The University has created an insurance program for registered student organizations for most on-campus events. Groups that have their own insurance policy that meets University requirements listed below (such as fraternities and sororities) must use their policy.

*

Is your organization covered by your own or your national/parent organization's liability insurance policy?

- Yes
 No

[< PREVIOUS](#)

[NEXT >](#)

If your organization has a liability insurance outside of the University, please mark "Yes".

[< PREVIOUS](#)

[NEXT >](#)

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

 PRINT

In Progress

Registered Student Organization

1. [Instructions \(optional\)](#)
2. [Organization Profile](#)
3. [Organization Profile Picture \(optional\)](#)
4. [Organization Categories \(optional\)](#)
5. [Organization Interests \(optional\)](#)
6. [Organization Roster](#)
7. [2018-2019 Registration: Officers](#)
 - [Page 1](#)
8. [2018-2019 Registration: Non-Students](#)
 - [Page 1](#)
9. [2018-2019 Registration: Advisor](#)
 - [Page 1](#)
10. [2018-2019 Registration: Affiliations](#)
 - [Page 1](#)
 - [Page 2](#)
11. [2018-2019 Registration: Agency Account & Authorized Reservers](#)
 - [Agency Account](#)
 - [Authorized Reservers](#)
12. [2018-2019 Registration: Liability Insurance](#)
 - [Page 1](#)
 - [Page 2](#)

 [SUBMIT FOR APPROVAL](#)

 [DELETE SUBMISSION](#)

Make sure to click “Submit For Approval” at the end of the form.

If you don’t, the application will be “In Progress” and we will not receive it.

The form will say “Pending” once it has actually been submitted.



Next Steps

Your CSI contact will schedule a meeting with you to discuss the purpose of your organization once you have completed all the necessary forms.

If your registration is approved, congratulations! Now is a good time to check on your Agency Account Status.

- If you indicated you would like to open a new Agency Account
 - Bring the registration confirmation to the ARC Business Center with \$45 either in cash or check
 - For checks, please make it payable to *UC Regents*

Reasons your registration get denied, but not limited to:

- Please check to make sure all officers have the following items completed:
 - President and Treasurer Orientation: <https://aggielife.ucdavis.edu/submitter/form/start/239340>
 - All Officers Terms and Conditions: <https://aggielife.ucdavis.edu/submitter/form/start/239341>
- Registration Form
 - Missing information
 - Using non-UC Davis email address
 - Officers may not be a currently enrolled students
 - Duplicate organization

Note: Notice about if the registration will be approved or denied will be sent to the person that completed the form.