**NEW STUDENT ORGANIZATION REGISTRATION**

**REGISTRATION OPENS:** January 1st, 2016

**DEADLINE:** March 1st, 2016

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**STEP ONE**
Create your organization’s online profile on the Involvement Center by selecting “Register a new Organization” on the “organization” page on the Involvement Center via MyUNLV.

Complete the online registration and select “Submit for Approval”.

*This step must be completed first because your advisor’s information is required for Step Three.*

**DEADLINE:** March 1st, 2016

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**STEP TWO**
Atleast **one member** from your organization must attend **one** of the following mandatory meetings:

1/20/16, 3-4:30 pm  
Student Union 205

2/1/16, 3-4:30 pm  
Student Union 205

2/17/16, 3-4:30 pm  
Student Union 205

**LAST DATE:** 3/1/16, 3-4:30 pm  
Student Union 205

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**STEP THREE**
Communicate with your full-time faculty or staff advisor that they will be notified to complete their portion of the registration.

The advisor will not receive this notification until your organization has submitted the online registration in Step One. They will be required to complete an agreement form.

Make sure you communicate this early so they know what to expect.

**DEADLINE:** March 1st, 2015

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**Why become a Registered Student Organization (RSO)?**

Visit [www.unlv.edu/getinvolved/student-orgs](http://www.unlv.edu/getinvolved/student-orgs) for more information.
START YOUR LEGACY AT UNLV

START A STUDENT ORGANIZATION

REQUIREMENTS:

- At least 5 UNLV-enrolled students
- 1 full-time UNLV faculty/staff member as your advisor
- A purpose or mission statement
- Complete the registration process

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