REREGISTER YOUR RSO
CHECKLIST

Step 1
Re-Register the RSO’s page on theLink

RSO Re-Registration: In order to retain the privileges of an RSO, organizations must re-register prior to September 8, 2017 at 5 pm. RSOs re-register on theLink. All of the information is detailed in the instructions when you click to Re-Register on your respective group’s page. These items are listed below:

• General contact information for your organization
• Organization membership names and emails.
• Faculty/Staff Advisor contact information
• Secondary Advisor contact information (if applicable)
• Agreement to the Compliance Statement
• Agency Account Approval Form (document upload)
• Organization Constitution/Bylaws (document upload) *Must include non-discrimination statement for membership selection

Arkansas Tech University prohibits discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status. (IT MUST BE THIS EXACT STATEMENT.)

• Organization Interests/Categories
• Organization Profile Picture

In order for registration to be approved, all information listed above must be submitted.

Step 2
Submit the Agency Account Approval Form. (via theLink during re-registration or turn into Student Services, Doc Bryan Suite 233)

• Faculty/Staff Advisor Agreement: This form, to be completed by the Faculty/Staff Advisor(s) each year, is completed entirely online on theLink under Forms on Campus Life’s page.

• Faculty/Staff Advisors should be listed as such on your RSO page. In order to do this, the Faculty/Staff Advisor must join the page, and an officer must put them in the position under “MANAGE ROSTER.”

Step 3
Have the Faculty/Staff Advisor submit the agreement form.

• Organization Interests/Categories
• Organization Profile Picture

Step 4
Have the RSO student leaders complete the online RSO Annual Training and Anti-Hazing Training Video.

Prior to approval, Registered Student Organizations (RSOs) must have the required attendance at the following:

RSO Annual Training and Anti-Hazing Training:

• The video is located at www.atu.edu/rso/forms_manual.php.
  • The video is approximately 45 minutes.

• The following positions are required to watch the video: President, Vice President, Secretary, and Treasurer.

• Important information for the year will be distributed: theLink, Event Registration policies, Anti-Hazing Training, RSO Resources, Funding Opportunities, Homecoming, etc.

Notes:
• Failure to complete the registration process will result in your RSO moving to inactive status. RSOs in inactive status are not allowed to:
  • Reserve rooms on campus
  • Apply for funding (Student Development Fund or GOLD Cabinet’s Organization Aid)
  • Participate in campus activities (Involvement Fair, Move-in Crew, Homecoming, Time Out for Tech, etc.)

• Please encourage your membership to sign in and join your RSO’s page. Login information is the same as your OneTech username and password.

• If your group does not have a page on theLink, you can log in at thelink.atu.edu and click on the “Organizations” tab on the home page. Then click on the “Register a New Organization” button on the left side of the page.

Questions?
Please contact the Department of Campus Life at 479 968.0276 or campuslife@atu.edu

RSO Policies can be found under the Forms & Manuals tab at www.atu.edu/rso or in the Student Handbook.