Re-registration is an annual process. The RamLink registration form is the final process in annual registration. The form can be accessed by any officer on RamLink roster. This guide will give an overview of the steps to access and complete the form. The deadline to submit registration can be verified on rso.colostate.edu.

- Accessing the Re-Registration Form for Existing Orgs
- Accessing the Registration Form for New Orgs
- STEP 1: Registration Instructions
- STEP 2: Policy and Guidelines
- STEP 3: 2022-23 Annual Survey
- STEP 4: Membership + Meeting Times + Lockers
- STEP 5: General Organization Tips
- STEP 6: General Organization Information
- STEP 7: Profile Picture
- STEP 8: Organization Categories Overview
- STEP 9: Select Organization Category
- STEP 10: Organization Interests
- STEP 11: Roster Reminders
- STEP 12: Organization Roster
- STEP 13: Constitution/Bylaws Agreement
- FINAL STEP: Review and Submit
- Returning to a Submission in Progress
- Review Timeline & Communication

Accessing the Re-Registration Form for Existing Orgs
1. Log into RamLink at ramlink.colostate.edu
2. Select MANAGE from the menu next to your user icon (top left corner)
3. Select the organization you would like to re-register within the MY ORGANIZATIONS section.

4. Select the MANAGE ORGANIZATION button to be directed to the reregister page.

Accessing the Registration Form for New Orgs

- Log into RamLink at ramlink.colostate.edu
- Select ORGANIZATIONS under the three lines icon in the upper left hand corner.
Click REGISTER AN ORGANIZATION

Click blue REGISTER A NEW ORGANIZATION button

STEP 1: Registration Instructions
Review the registration instructions. This explains that the person who submits the RamLink registration form will become the primary contact of the organization. You can always update the primary contact of the organization by following the steps highlighted in this RamLink roster video tutorial.

Submitting the RamLink registration form is the final step of the re/registration process. Confirm your president and financial officer have completed their officer orientations and completed the associated quizzes with 80% correct answers. Mandatory trainings can be located at rso.colostate.edu.

Essential information to have prepared as you complete the form:
- Current information about your organization – meeting time, financial commitment, mission and values, etc.
- Organization’s risk management plan
- Roster of at least three (3) CSU student members. The roster must also indicate one (1) president, one (1) financial officer, and one (1) eligible advisor. You must list colostate email address for each officer. Advisors do not account toward the minimum number of student members.
- Advisor contact information – first/last name + email address.
- Organization and individual goals.

After reviewing the registration instructions, select NEXT.
STEP 2: Policy and Guidelines

Review the student organization guidelines, which outline the overall mission/purpose, minimum standards, and restrictions on student organization names. It is important to note that at least two (2) members must be officers (president and financial officers) and officers must be enrolled full-time. Additionally, organization names may not begin with “The” or “CSU”. Check the box to confirm you have read and acknowledge the mission/purpose, minimum standards, and restrictions of registered student organization names. Once you have read and acknowledged the mission/purpose, minimum standards, and restrictions on student organization names, select NEXT.
The following considerations have been detailed to support student organizations in creating their RSO risk management plan. These are designed to help organization leadership identify a plan for organization operations with risk mitigation and safety in mind.

All RSOs are highly encouraged to create a risk management plan and to detail this plan with all organization members. We suggest uploading your risk management plan in the RamLink registration form to be reviewed by SLiCE. Follow the guidance in the risk management plan to help your organization exercise risk management and liability mitigation practices. This resource is located on rso.colostate.edu.

For individual guidance on risk management, contact ali.raza@colostate.edu. Once you have read and acknowledged the description of the risk management plan, select NEXT.
Review the overview of the registration process and factors for registration denial. It is important to note the following:

A student organization may have its registration denied or revoked at any time for failure to comply with any of the expectations. Factors the University considers in a decision to deny or revoke a student organization's registration would include but not limited to:

- Failure to provide all required registration materials to SLiCE by the deadlines on rso.colostate.edu;
- Individual members' and student organizations' conduct or the student organizations' stated objectives or inability to comply with the required statements outlined in the Model Constitution;
• Failure to use colostate email addresses for all student officers and members during roster imports/updates;
• Failure to have an eligible advisor for your organization;
• Failure to clearly state how your organization functions/your goals/values and purpose;
• Failure to meet financial obligations to the University;
• Failure to adhere to University rules, regulations and policies;
• Failure to adhere to local, state, or federal laws; and
• Seeks personal gain and is operating as/on behalf of a for-profit entity.

Once you have read and acknowledged the description of the registration process and factors for denial, select NEXT.

STEP 3: Annual Survey
Please complete the Annual Survey, which should take approximately 10 minutes to complete. The responses to this survey will help us tailor our resources/trainings for officers and registered student organizations. Once you have completed the survey, select NEXT.

NEW ORGS *only*
Registration: 2022-23 Annual Survey

Student Org Annual Survey - New Student Org

* I will serve as the organization’s _________ during the 2022-2023 academic year.

- President
- Financial Officer
- Other

* Briefly explain how the Colorado State University and Fort Collins community will benefit from having this organization on campus?

* Did your organization meet with SLICE anytime before starting your new student organization process?

* Are you reactivating a previously recognized/active student organization?

* When does your organization plan transition leadership/hold elections?

* Does your student organization have a process for leadership transition amongst officers?

*EXISTING ORGS ONLY*

Registration: 2022-23 Annual Survey

Student Org Annual Survey - Existing Student Org

* I served as the organization’s _________ during the 2021-2022 academic year.

- President
- Financial Officer
- Other

* I will serve as the organization’s _________ during the 2022-2023 academic year.

- President
- Financial Officer
- Other

* How many student organizations were you involved in during the 2021-2022 academic year?

* When does your organization transition leadership/hold elections?

* Does your student organization have a process for leadership transition amongst officers?

- No
- Yes
Student Org Annual Survey

If you are completing this RamLink registration form, you should have already completed the online officer orientation. Help us improve students' experience by providing feedback on the new officer orientation.

* The online officer orientation was **informative**.
  
  ...

* The online officer orientation was **easy to navigate**.
  
  ...

* The online officer orientation was **engaging**.
  
  ...

* How satisfied are you with the **officer orientation module**?
  
  ...

* How satisfied are you with the **officer orientation quiz**?
  
  ...

* Which section of the officer orientation did you find the most helpful?
  - [ ] Annual Registration Process
  - [ ] Event Planning Procedures
  - [ ] Financial and Budgeting
  - [ ] Healthy Rituals/Anti-Hazing
  - [ ] Policies
  - [ ] Resources Overview
  - [ ] Transition Toolkit
  - [ ] N/A

* Are there resources/materials you would like added to the officer orientation?
  - [ ] No
  - [ ] Yes

  
  [ ] I am not a president or financial officer and did not complete the orientation

* Was the officer orientation easy to locate on rsoc.colostate.edu?
  
  ...

Care to elaborate on your answers above regarding the officer orientation?
The Student Organization Center (commonly referred to as the SOC) is a resource room for RSOs offering communal resources including chalk, a community board to post flyers, die cut machine, butcher paper, general craft supplies, button maker, laminator, paint, balloons, and more. This multipurpose space is equipped with a ping pong table, lounge area, and a meeting room. RSO lockers and mailboxes are located in the SOC.

Completing this honestly will help us enhance RSO's experience in utilizing the SOC located in the Lory Student Center room 141.

* To your knowledge, have any members within your student group heard of the Student Organization Center?

* To your knowledge, have any members of your student group visited the Student Organization Center this year?

* To your knowledge, how satisfied is your student group with the Student Organization Center?

* When visiting the Student Organization Center, what resources does your organization use or plan to use? (check all that apply)
  - Button maker
  - Chalk
  - Community board
  - Computer stations
  - Craft supplies
  - Gaming
  - Locker
  - Meeting room
  - RSO mail
  - Team builder kits
  - Other

* SLICE hosts a SOC Open House at least once a semester. The event is intended to orient RSO members, officers, and advisors to the SOC in a streamlined way and a way for RSOs to meet the SLICE RSO team.

Has your RSO attended this event in the past?

* How likely are you to attend the SOC Open House in the future?
STEP 4: Membership + Meeting Times + Lockers

General organization information includes meeting dates/times, membership size, signature events, etc. Review this information before moving on to the next step. If your organization requires dues, fees, or other mandatory financial obligations, please indicate that on the form and provide the amount and frequency of those commitments.

Keep in mind

- Registered student organizations must have a minimum of 3 CSU student members and the majority (at least 51%) of the members must be CSU students.
- If indicated you will have mail delivered to SLiCE, do not include the name "SLiCE" in your address. Instead communicate your address as: "Student Org Name" | 8033 Campus Delivery, Fort Collins, CO 80523-8033
- There are 70 lockers total ranging in size in the SOC. Lockers are free and first-come, first-serve through the registration process. All Locker Contracts will be sent to the primary contact of approved orgs requesting a locker during the summer.
For new organizations registering in the fall, you will not be assigned a locker until your RamLink Registration form is approved for the current academic year. Once approved, the primary contact will receive an additional email post-registration with the Locker Agreement Contract, once read and signed, a locker will then be assigned.

- If your student organization is associated with/supported by with a campus department and/or national association, share that information.

Once you have completed the form, select NEXT.
STEP 5: General Organization Tips
Review these tips that will help you input information on the page that follows

- **Organization Description Summary**: a concise (250 characters or less) descriptive explanation of your organization. This statement will attract others to click your page and learn more or join. This is not the same as the Organization Description.

- **Organization Description**: where you expand upon your summary. This section can include your organization’s mission and meeting times/dates/locations. Add a video to help explain your org and bring vibrancy to your page. Click [here](#) and learn how to embed a video on your RamLink webpage.

- **Organization Contact Email**: this is your org’s shared email account (i.e. couchpotatoes@gmail.com). SLiCE will send all RSO communication to this email by default. Please make sure this is accurate.

- **Organization’s Primary Contact Phone #**: this is your phone number. By registering you are the primary contact on RamLink.

- **Organization Website URL**: this is your RamLink website handle (i.e. ramlink.colostate.edu/couchpotatoes)

- **Street Address**: This is your mailing address.

Once you have read and acknowledged the description of the organization general and contact information, select NEXT.
STEP 6: General Organization Information
The information listed will populate much of the information on your organization’s RamLink public-facing page. Be sure to review the previously submitted information for accuracy. Helpful Tips:

- Organization names may not begin with “The” or “CSU”.
- You are required to complete both the summary and description.
- The organization site URL is a customized URL for your organization’s RamLink page.
- External websites are not required.

You are required to acknowledge that you have read and agree to all information below.

- **Organization Description Summary:** a concise (250 characters or less) descriptive explanation of your organization. This statement will attract others to click your page and learn more or join. This is not the same as the Organization Description.

- **Organization Description:** where you expand upon your summary. This section can include your organization’s mission and meeting times/dates/locations. Add a video to help explain your org and bring vibrancy to your page. Click here and learn how to embed a video on your RamLink webpage.

- **Organization Contact Email:** this is your org’s shared email account (i.e. couchpotatoes@gmail.com). SLICE will send all PSO communication to this email by default. Please make sure this is accurate.

- **Organization’s Primary Contact Phone #:** this is your phone number. By registering you are the primary contact on RamLink.

- **Organization Website URL:** this is your RamLink website handle (i.e. ramlink.colostate.edu/scubadiving)

- **Street Address:** This is your mailing address.

*Required

☑ By checking this box, I confirm that I have read and acknowledge the information above and will apply the tips on the next page of the registration form.
Social media is not required. Your organization must list a contact email and campus address where you can receive mail. This address should not be a personal residence, as this will appear on the organization’s public facing page. If you do not have a campus address that is not a personal residence, you may deliver mail to SLICE by listing the address as “8033 Campus Delivery, Fort Collins, CO 80523-8033”
Contact information for the primary contact should include your colostate email address. The information provided in this section will not be listed on your organization’s public-facing RamLink page. The primary org email is the email address you want SLiCE to send all RSO communication by default.

Once you have reviewed/input the information, select NEXT.
**STEP 7: Profile Picture**
Organizations are not required to have a profile image on their RamLink page but it helps. Your organization’s profile image appears next to your organization in the directory and appears on the organization’s public-facing page. Your image will be sized to fit. Keep in mind that since the photo appears in a circular shape throughout the site, edges of square and rectangular images will be cropped. Once you have uploaded a profile image, select NEXT.

**STEP 8: Organization Categories Overview**
Review these tips that will help you select your organization’s category on the page that follows. Once you have read and acknowledged the description of the organization categories, select NEXT.
### STEP 9: Select Organization Category

Your organization will be searchable based on the categories you select. All student organizations must select “Registered Student Organization”. Keep in mind that potential members will be able to sort through all organizations on campus by category when looking for organizations to join, so you will want to pick the categories most relevant to your organization. Once you have selected categories, select NEXT.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic/Professional</strong></td>
<td>Centers within an academic college, department or program; provides an opportunity to explore major(s) in a more pre-professional context.</td>
</tr>
<tr>
<td><strong>Competitive Sport Club</strong></td>
<td>Involves regularly scheduled competition in a sport which has regional or national affiliation, a schedule of league play, may culminate in a regional or national tournament, and are indicated approved by Campus Recreation.</td>
</tr>
<tr>
<td><strong>Not recognized by Campus Recreation? Choose Social / Recreational Instead.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Diversity / International</strong></td>
<td>Promotes either a diverse perspective or a specific culture and gathers to provide support for involved students.</td>
</tr>
<tr>
<td><strong>Fraternity / Sorority</strong></td>
<td>Fosters scholarship, leadership, service, and social development. Must be affiliated with the Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, or Multicultural Greek Council.</td>
</tr>
<tr>
<td><strong>Graduate and Professional</strong></td>
<td>Dedicated to fostering success and enriching the graduate school experience of graduate and professional students at Colorado State University. Also, serves to encourage undergraduate students to pursue advanced degrees.</td>
</tr>
<tr>
<td><strong>Honorary</strong></td>
<td>Recognizes outstanding academic achievement and/or outstanding leadership.</td>
</tr>
<tr>
<td><strong>Political</strong></td>
<td>Supports or opposes any political party; a ballot measure or a drive to put an issue on the ballot; or a candidate or group of candidates formally running in an election for county, state, local, national and/or campus office.</td>
</tr>
<tr>
<td><strong>Programming / Service</strong></td>
<td>Provides learning opportunities to the campus community through a wide array of programs addressing specific topics, issues, and concerns.</td>
</tr>
<tr>
<td><strong>Religious / Spiritual</strong></td>
<td>Involves worship, devotion, prayer, meditation, or study of religious concepts; or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology.</td>
</tr>
<tr>
<td><strong>Representative</strong></td>
<td>Involves governing, overseeing, coordinating and/or representing other entities, student groups and/or individuals (i.e. college and FSL councils, hall councils, governing boards).</td>
</tr>
<tr>
<td><strong>Social / Recreational</strong></td>
<td>Promotes social interactions and/or offers recreational athletic fun.</td>
</tr>
<tr>
<td><strong>Sustainability</strong></td>
<td>Aims to advance sustainable practices including economic, ethical principles, and cultural benefits attained through environmental responsibility.</td>
</tr>
</tbody>
</table>
STEP 10: Organization Interests
Organization interests are used to recommend your organization and your organization's events with users who have identified similar interests in their personal profiles. Once you have selected organization interest(s), select NEXT.

STEP 11: Roster Reminders
Review these tips that will help you manage your organization's roster on the page that follows.

- Always use CSU email addresses, for at least 3 CSU students. Using CSU emails is easier on students with RamLink as they have to sign into RamLink with their eID and password anyway, and their RamLink is connected to their CSU account.
- CSU-Employed Faculty/Staff Advisor: spell their first and last name correctly, add their CSU email. Delete any former advisor(s)!
- At least 1 President: list the first and last name of the president who completed online officer orientation for the 2022-2023 year. Delete any former president(s).
- At least 1 Financial Officer: (aka treasurer) List the first and last name of the financial officer who completed online officer orientation for the 2022-2023 year. Delete any former financial officer(s).
• Add a minimum of 1 additional CSU student with CSU emails to your roster to reach the “3 required CSU student member minimum” minimum standard of recognition. Once you have read and acknowledged the reminders for managing the roster, select NEXT.

STEP 12: Organization Roster
Organization rosters must include coloste email addresses of at least three CSU students + your eligible student organization advisor. To add new members, you have the option of adding individuals or adding members in bulk. Helpful Tips:

• Make sure to include coloste email addresses.
• When adding members in bulk, separate email addresses with a comma, semicolon or line return.
• A green check will appear as roster requirements are met.
You can review your roster by removing members who are no longer active and editing position assignments. Keep in mind that president and financial officer must be on your roster in order to make campus reservations. Once you have successfully uploaded your roster memberships (three green check marks will be displayed, select NEXT.

**STEP 13: Constitution/Bylaws Agreement**

The constitution contains the fundamental principles that govern your organization’s operation. It is recommended that your organization review its constitution annually to update/clarify organization processes as needed. There is a Model Constitution available at rso.colostate.edu that outlines the six (6) requirements that must be included in each constitution. For the constitution, note:
• Each registered student organization's constitution/bylaws must include the six (6) CSU registered student organization requirements.
• Failure to comply with the six (6) CSU registered student organization requirements may result in individual disciplinary action and/or loss of student organization recognition.
• Although not required to submit during registration, each registered student organization must provide a copy of the organization's constitution/bylaws to Colorado State University or SLiCE immediately upon request.

Constitution/Bylaws Agreement

The constitution is your student organization's guiding document.

Recommended that your organization review your constitution annually and upload the constitution to your RamLink page. Completing this will make your constitution easily accessible for all. Refer to the Model Constitution for guidance.

Below are statements that must be stated verbatim in your student organization's constitution/bylaws.

1. Active membership is open to all CSU students with the right to vote and hold office.
2. Associate (community members) alumni members may not vote or hold office.
3. As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. *
4. To remove a member or office, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. **
5. The advisor must be a recognized CSU employee as a faculty or staff member, or graduate student with approval from their academic advisor, who has an interest in serving as an advisor. The advisor does not have the right to vote.
6. The constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.

*Single Gender Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally- and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Office of Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

**Due process must be allowed, as in the right to speak on one's behalf and the right to an appeal.

* Required
☐ I confirm that my student organization's constitution/bylaws includes the above six (6) CSU registered student organization requirements.

* Required
☐ I understand that the failure to comply with the above six (6) CSU registered student organization requirements may result in individual disciplinary action and/or loss of student organization recognition.

* Required
☐ My student organization will provide a copy of the organization's constitution/bylaws to Colorado State University or SLiCE immediately upon request.
**FINAL STEP: Review and Submit**

The final step in re/registering your organization is to review the information provided on the form. You can select the hyperlinked title of each step to navigate to the selected page of the form. Once you have reviewed your submission, be sure to select the blue SUBMIT button.

**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**

**Registered Student Organizations**

1. Instructions (optional)
2. Registration: 2022-23 Policy & Guidelines
   - Student Organization Guidelines
   - Risk Management Plan (optional submission)
   - Registration Procedures
3. Registration: 2022-23 Annual Survey
   - Student Org Annual Survey
   - Student Org Annual Survey- Resources
   - Student Org Annual Survey- Online Officer Orientation
   - Student Org Annual Survey- Student Organization Center
   - Student Org Annual Survey - Existing Student Org
4. Registration: 2022-23 Membership
   - Membership + Meeting Times
   - Mail, Lockers, and Campus Partnership
5. Registration: 2022-23 General and Contact Information
   - Organization General and Contact Information
6. Organization Profile
7. Organization Profile Picture (optional)
8. Registration: 2022-23 Organization Categories
   - Organization Categories
9. Organization Categories (optional)
10. Organization Interests (optional)
11. Registration: 2022-23 Roster Reminders
   - Avoid Delaying your Recognition, Remember the Following
12. Organization Roster
13. Registration: 2022-23 Constitution/Bylaws
   - Constitution/Bylaws Agreement

[SUBMIT]  [DELETE SUBMISSION]
Returning to a Submission in Progress

1. You can return to your registration submission by accessing your User Drawer on RamLink. You can access the User Drawer by selecting your user icon on the top, right corner of RamLink. From the menu, select SUBMISSIONS to view your form submissions.

2. From the “Submissions” page, select “Organization Registrations” to view a list of your registration submissions.

3. Under the “Actions” heading, you have the option to view, print, or delete a submission. Select the icon image of an eye to view your submission. This will take you to the Review Submission page.

4. You can select the hyperlinked title of each step to navigate to the selected page of the form. Once you have reviewed your submission, be sure to select the blue “Submit” button.
Registration Form Status

To check the status of your registration form, follow the steps #1 and #2 on the “Returning to a Submission in Progress”. If the status reads:

- In Progress – the registration form was not submitted, make necessary edits and press SUBMIT
- Pending – the registration form was submitted and is waiting to be reviewed by SLiCE
- Denied – the form was denied and you should check your colostate inbox (including spam) for the comments and make necessary edits.
Review Timeline & Communication
Staff will review registrations within **5-10 business days** to ensure registration requirements have been met. Registrations are reviewed in the order of submission. All communication regarding registration status will be sent via RamLink; therefore, it is highly encouraged that you log in to RamLink to verify your registration status. If your registration is not approved, you will be asked to make changes and resubmit your registration within the registration window.

The priority deadline occurs during the spring semester. Complete the registration process during the spring semester to avoid lapse in resources. Organizations who submit registration prior to March 28, 2022 have a higher likelihood of approval prior to reservations for fall semester becoming available. Organizations who have a lapse in registration may lose access to privileges on campus such as the ability to make campus reservations, promote events on campus, receive allocated funding, etc. Organizations who have not submitted registration by May 21, 2022 will become frozen on RamLink until the next registration window in the fall.

Registration questions may be directed to the SLiCE Office at (970) 491-1682 or slice_studentorgs@colostate.edu.