Registering a Club or Organization (Non-Greek Life Organization)

Clubs and organizations must obtain “active status” every academic year beginning in the Fall Semester. In order for a club/organization to achieve “Active” status, the club/organization must maintain the following:

- Students in the club or organization must be currently enrolled in the University.
- Membership must consist of a minimum of ten (10) students.
- Members must have a minimum cumulative 2.0 grade point average and be in good standing with the University.
- Each club or organization must have an advisor (advisor must be an employee of the University).
- A Student Life and Services Club and Organization Registration Form must be submitted to the Office of Student Life and Services. Club and Organization Registration Form must include:

  - a membership roster (students’ names, UDC student ID numbers, telephone numbers, addresses and email addresses)
  - Officers’ roster (President, Vice President, Secretary, Treasurer)
  - Advisor’s contact information
  - Advisor and Club Presidents’ Signatures

Club and Organization Registration Form is available in the Office of Student Life and Services and online via Student Life and Services’ Website, www.udc.edu/student_life under the tab “Forms”.

Office of Student Life and Services

Student Activities-June 2012
Completed registration forms should be submitted to the Office of Student Life and Services. A status letter will be sent to club/organization.

**Club/Organization Reactivation:**

If a club or organization is in “inactive” status for *one academic year or less* and would like to reactivate club, a registration form should be submitted to the Office of Student Life and Services marked “active”.

If club or organization has been inactive for *more than one academic year*, registration form and a copy of updated constitution/bylaws should be submitted to Office of Student Life and Services marked “reactivate”. A status letter will be sent to club/organization.