



**Re-Registration,
Re-activation & Prospective Groups
Submission Support**



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Re-Registration Process FAQ's

How do I access the re-registration form?

- Log in to Hopkins Groups, navigate to your group's page, read the information in the light blue box, then click "Group Re-Registration" button
 - When prompted select: Re-Register a currently active group
- If you need to leave the form and come back to it, you can find the information from the Hopkins Groups Homepage, click "My Activity Menu," "My Surveys/Forms," locate the appropriate form, then click "Edit"
- Only the officer who starts the registration/re-registration form can complete the form. It is not transferable.

What should I do before starting the re-registration process?

- [Understand your Group Type & Group Category](#)
- Gather all required documents

Requirements

- **MEMBERSHIP & OFFICERS:**
 - A minimum of 10 members, who must be JHU Homewood students
 - You will be required to add 10 members to the re-registration form. All 10 members will be sent an email to confirm their membership, which they **must** approve in order for your group to be approved. They can search "Group Approval" in their email inbox to locate the appropriate information.
 - You have the ability to go back to the re-registration form to see any members you are approved, pending or rejected their membership.
 - If you have to change a member, you can resubmit your re-registration form. Log in to Hopkins Groups, click "My Activity Menu" from the left menu, then click "My Surveys/Forms." Locate the Re-Registration form, then click "Edit" on the right.
 - Required Officers:
 1. President
 2. Treasurer
 3. Staff/Faculty Advisor
 - [Click here](#) to learn more information on Student Organization Advisors
 - What if my advisor does not have a Hopkins Groups account?
 - All advisors must approve their role as an advisor on the re-registration form. Please have them submit a [Hopkins Groups Profile Request](#), if they do not have an account.



- **REQUIRED TRAINING:**

RSO 101 training will occur on September 3, 2023 from 10 am to 5 pm. There are two required training for all RSOs – RSO 101 and RSO Finance 101. This year there are other required trainings based on which activities RSOs participate. For groups that utilize University space there will be required trainings in order to access space, for groups that travel, there will be additional training that is required. The expectation is that at least the President and Treasurer participate in RSO 101 and RSO Finance 101. If the groups want to make purchases, schedule space, or travel the additional training is also required.

1. [RSO 101](#) training (**REQUIRED**)
 - [RSO 101 Evaluation & Submission of Certificate](#)
 2. [RSO Finance 101](#) training (**REQUIRED**)
 - [RSO Finance 101 Evaluation & Submission of Certificate](#)
- Who have to complete RSO 101 & RSO Finance 101?
 - President and Treasurer
 - When/where will RSO 101 & RSO Finance 101 be available?
 - Training will be available on September 3, 2023
 - September 1 – September 30
 - RSO Events 101 (NOT part of the registration process but has to be completed if a student organization wants to submit an event registration)

- **REQUIRED DOCUMENTS:**

- **What needs to be included in the governing document?**
 - All required sections are listed in the [RSO Sample Governing Document](#)
 - 25% of all RSOs will be audited this semester. Failure to make changes may result in your organization being rejected. Please read carefully.
 - ****Groups will not be approved if ALL sections are not included in submission****
- **What do I need to upload for the Membership Roster?**
 - All RSOs must submit a [Membership Roster](#) using the excel sheet provided; when you click on the link the excel sheet will automatically download to your computer.
 - Rows A-F must be filled out for ALL members of the group
 - If you are unable to download the roster, please [click here](#) and download the file under #4
 - Once you complete the excel sheet, you can use it for an easier way to [import members to your group](#)
- **What additional documents do RSOs affiliated with an Academic or University Department have to submit?**
 - [Letter of Support](#): If your group is affiliated with an Academic or University Department
 - **Group Types:** Center for Social Concern, Graduate Student Organizations (GRO), Fraternity & Sorority Life, Sports Clubs, and Student Government Association (Arts, Culture & Identity, etc.) – do not require a University letter of support.



- **What additional documents do RSOs affiliated with a larger organization have to submit?**
 - [Relationship Agreement](#): If your group is affiliated with a larger organization (local, state, regional, national, or international)
- **What else will be requested on the re-registration form?**
 - Information about programming plans for this academic year

Re-Activation Process FAQ's

What do I need to do to re-activate a previously existing Registered Student Organization?

- Know this status of the previously existing Registered Student Organization you are trying to reactivate.
 - If Hopkins Groups does not have an archived record or the Registered Student Organization you are trying to reactivate you will have to go through the Prospective Student Organization process.
 - Contact studentorgs@jhu.edu to see if the status of the previously existing Registered Student Organization you are trying to reactivate.
- Attend a reactivation workshop.
 - You must register online and fill out all the questions on the event form.
 - It is recommended that you register in advance to give yourself time to answer the required questions on the event form.
- Confirm who will recognize your group.
 - Contact the category/department/office that previously recognized the group you are trying to re-activate to ensure that they will recognize the group again
 - If you do not reach out to the category/department/office that previously recognized the group you are trying to re-activate then they may not approve your re-registration submission
- Complete a re-registration form.
 - Detailed information below.

When are the reactivation workshops?

- [Reactivating a Student Organization Workshop Series](#)
 - You must complete this workshop
 - You must register for the event before it starts
 - You must log-in or arrive on time to receive credit for this workshop

Date:	Time:	Location:	Register:
Wednesday, August 9	10:00 AM	Virtual Session	Link to register
Tuesday, August 15	11:00 AM	Virtual Session	Link to register
Wednesday, August 30	2:00 PM	The LaB Conference Room	Link to register



Thursday, September 7	5:00 PM	The LaB Conference Room	Link to register
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How do I access the re-registration form?

- Log in to Hopkins Groups, navigate to your group’s page, read the information in the light blue box, then click “Group Re-Registration” button.
 - When prompted select: Select Reactivate a previously registered Group
 - You will not be able to reactivate a previously existing student organization if you do not attend a [Reactivating a Student Organization Workshop](#)
 - Once your group is reactivated, this is for registration purposes only. The officer completing the form will be the only member/officer of the group; you are NOT to add any additional members to your group before being fully approved. If you add any members, your group will be deactivated.
 - If your group is deactivated for this reason, you can email studentorg@jhu.edu
- If you need to leave the form and come back to it, you can find the information from the Hopkins Groups Homepage, click “My Activity Menu,” “My Surveys/Forms,” locate the appropriate form, then click “Edit”
- Only the officer who starts the registration/re-registration form can complete the form. It is not transferable.

Requirements

- **MEMBERSHIP & OFFICERS:**
 - A minimum of 10 members, who must be JHU Homewood students
 - You will be required to add 10 members to the re-registration form. All 10 members will be sent an email to confirm their membership, which they **must** approve in order for your group to be approved. They can search “Group Approval” in their email inbox to locate the appropriate information.
 - You have the ability to go back to the re-registration form to see any members you are approved, pending or rejected their membership.
 - If you have to change a member, you can resubmit your re-registration form. Log in to Hopkins Groups, click "My Activity Menu" from the left menu, then click "My Surveys/Forms." Locate the Re-Registration form, then click "Edit" on the right.
 - Required Officers:
 - President
 - Treasurer
 - Staff/Faculty Advisor
 - [Click here](#) to learn more information on Student Organization Advisors
 - What if my advisor does not have a Hopkins Groups account?
 - All advisors must approve their role as an advisor on the re-registration form. Please have them submit a [Hopkins Groups Profile Request](#), if the do not have an account.
3. What pieces of training have to be completed?

RSO 101 training will occur on September 3, 2023 from 10 am to 5 pm. There are two required



training for all RSOs – RSO 101 and RSO Finance 101. This year there are other required trainings based on which activities RSOs participate. For groups that utilize University space there will be required trainings in order to access space, for groups that travel, there will be additional training that is required. The expectation is that at least the President and Treasurer participate in RSO 101 and RSO Finance 101. If the groups want to make purchases, schedule space, or travel the additional training is also required.

- [RSO 101](#) training (**REQUIRED**) – September 3, 2023
- [RSO 101 Evaluation & Submission of Certificate](#)
- 4. [RSO Finance 101](#) training (**REQUIRED**)
 - [RSO Finance 101 Evaluation & Submission of Certificate](#)
- Who have to complete RSO 101 & RSO Finance 101?
 - President and Treasurer
- When/where will RSO 101 & RSO Finance 101 be available?
 - Training will be available on MyLearning
 - September 1 – September 30
- RSO Events 101 (NOT part of the registration process but has to be completed if a student organization wants to submit an event registration)
- **REQUIRED DOCUMENTS:**
 - **What needs to be included in the governing document?**
 - All required sections are listed in the [RSO Sample Governing Document](#)
 - **Groups will not be approved if ALL sections are not included in submission**
 - **What do I need to upload for the Membership Roster?**
 - All RSO's must submit a [Membership Roster](#) using the excel sheet provided; when you click on the link the excel sheet will automatically download to your computer.
 - Rows A-F must be filled out for ALL member of the group
 - If you are unable to download the roster, please [click here](#) and download the file under #4
 - Once you complete the excel sheet, you can use it for an easier way to [import members to your group](#)
 - **What additional documents do RSO's affiliated with an Academic or University Department have to submit?**
 - [Letter of Support](#): If your group is affiliated with an Academic or University Department
 - **Group Types:** Center for Social Concern, Graduate Student Organizations (GRO), Fraternity & Sorority Life, Sports Clubs, and Student Government Association (Arts, Culture & Identity, etc.) – do not require a University letter of support.
 - **What additional documents do RSO's affiliated with a larger organization have to submit?**
 - [Relationship Agreement](#): If your group is affiliated with a larger organization (local, state, regional, national, or international)



- **What else will be requested on the re-registration form?**
 - Information about programming plans for this academic year

****Organizations that have not registered by September 30th, will not be active for the remainder of the academic year. ****

- Reactivated groups will not be able to participate in the Fall 2022 Student Involvement Fair. If approved reactivated groups can participate in the Spring 2023 Student Involvement Fair.

Prospective Group Registration FAQ's

What do I need to do to start a Registered Student Organization?

- Attend a prospective group workshop
 - Detailed information below.
- Recognition Inquiry
 - Find a [category/department/office](#) that who will recognize the group you are trying to establish on the Homewood Campus
 - LEED does not assist student leaders in finding an area to recognize your group
 - Search all [registered student organizations](#); duplicate groups (groups with similar interest/goals/mission) will not be approved.
- Complete a registration form.
 - Detailed information below.

When are the reactivation workshops?

- [Prospective Student Organization Workshop Series](#)
 - You must complete this workshop
 - You must register for the event before it starts
 - You must log-in or arrive on time to receive credit for this workshop

Date:	Time:	Location:	Register:
Wednesday, August 9	11:00 AM	Virtual Session	Link to register
Tuesday, August 15	12:00 PM	Virtual Session	Link to register
Wednesday, August 30	3:00 PM	The LaB Conference Room	Link to register
Thursday, September 7	6:00 PM	The LaB Conference Room	Link to register

How do I access the prospective group form?

- Log in to Hopkins Groups, click on Groups on the top of the page and then select "[All Groups](#)". Click on 'Register a new Homewood: **"Group Type"**



- If you need to leave the form and come back to it, you can find the information from the Hopkins Groups Homepage, click “My Activity Menu,” “My Surveys/Forms,” locate the appropriate form, then click “Edit”
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Requirements

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- **REQUIRED TRAINING:**

5. What pieces of training have to be completed?

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- [RSO 101 training \(REQUIRED\)](#)
- [RSO 101 Evaluation & Submission of Certificate](#)

6. [RSO Finance 101 training \(REQUIRED\)](#)

- [RSO Finance 101 Evaluation & Submission of Certificate](#)

- Who have to complete RSO 101 & RSO Finance 101?



- President and Treasurer
- When/where will RSO 101 & RSO Finance 101 be available?
 - Training will be available on MyLearning
 - September 1 – September 30
- RSO Events 101 (NOT part of the registration process but has to be completed if a student organization wants to submit an event registration)

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