



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:**
 - What pieces of training have to be completed?



1. [RSO 101](#) training **(REQUIRED)**
 - [RSO 101 Online Training & Assessment](#)
 - [RSO 101 Evaluation & Submission of Certificate](#)
 2. [RSO Finance 101](#) training **(REQUIRED)**
 - [RSO Finance 101 Online Training & Assessment](#)
 - [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](#)
 - 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:
Tuesday, August 9	10:00 AM	Virtual Session	Link to register
Monday, August 15	1:00 PM	Virtual Session	Link to register
Wednesday, August 30	2:00 PM	The LaB Conference Room	Link to register
Thursday, September 8	5:00 PM	The LaB Conference Room	Link to register



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.
 - What pieces of training have to be completed?
 3. [RSO 101](#) training (**REQUIRED**)
 - [RSO 101 Online Training & Assessment](#)
 - [RSO 101 Evaluation & Submission of Certificate](#)



4. [RSO Finance 101](#) training (**REQUIRED**)
 - [RSO Finance 101 Online Training & Assessment](#)
 - [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.



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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:
Tuesday, August 9	11:30 AM	Virtual Session	Link to register
Monday, August 15	2:30 PM	Virtual Session	Link to register
Wednesday, August 30	3:30 PM	The LaB Conference Room	Link to register
Thursday, September 8	6:30 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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- A minimum of 10 members, who must be JHU Homewood students
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- **REQUIRED DOCUMENTS:**

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