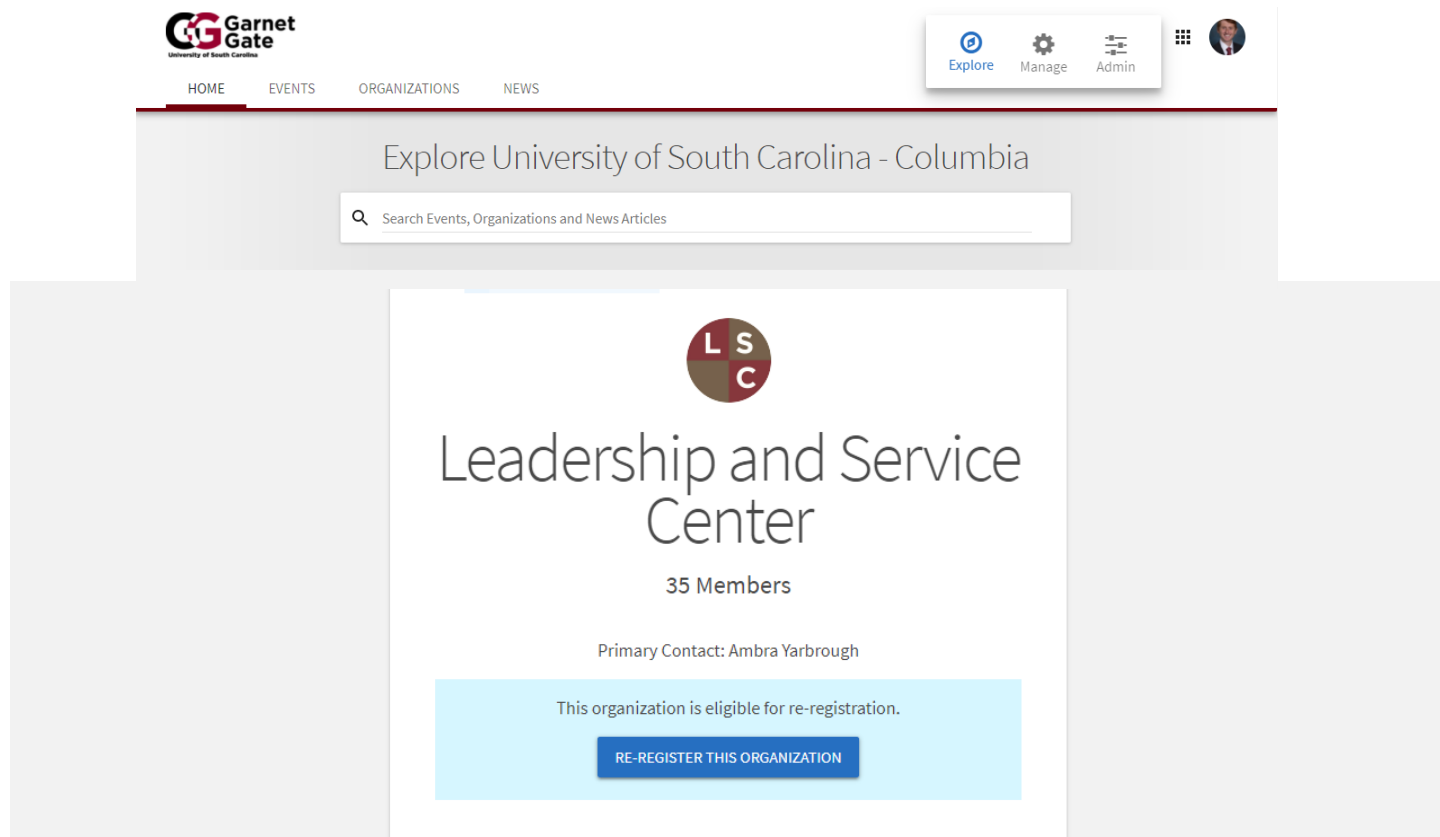


BEFORE YOU BEGIN: Have you updated your organization's roster? An updated roster is **necessary** for approval.

TO BEGIN: Login on to Garnet Gate (garnetgate.sa.sc.edu), using your own, personal USC username and password (the same one you use for Blackboard and the USC Wi-Fi). **You never use your student organization account to login to Garnet Gate.** Once you're logged in, click on the grid icon in the top right corner, choose the "manage" function, which looks like a gear. Click the blue bar that says "Re-Register."



If you do not see this bar, contact the Leadership and Service Center.

Step 1: Begin the form. The first page has general registration instructions to note.

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

Please read and review these instructions carefully. If you are starting this renewal process for your organization, you will be become the primary contact. If that should not be you, please do not continue the process and have the appropriate officer for your organization complete the steps. The registration process can be continued at any time by going to the "My Submissions" tab. Please make sure that you fill out the form of your two mandatory officers with either their VIPID or USCID.

[NEXT >](#)

- **DO add your Facebook Page and Twitter handle.** By adding these to your profile your posts and tweets can show up on your Garnet Gate page! Just make sure to put your Twitter handle without the @ symbol before it.
- **Only list an address or phone number if you have an on-campus office for your organization.** If you put your personal address/phone number here it will show up publicly! DO NOT put your home address/phone number here!

Organization Contact Information

Email
lsc@sc.edu

Street Address
1400 Greene St.

Street Address Line 2
Russell House 227

City Columbia	State/Province SC	ZIP/Postal Code 29208
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Country
U.S.A.

Phone Number 803-777-7130	Extension
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- **DO list your Meeting Location and Time.** It is an optional category, but it is a great way for you to let students interested in your student organization when and where they can meet your group to learn more!
- **DO list your President and Advisor information as well.**

Additional Information

Meeting Location

Meeting Day/Time:
(i.e. Day of the Week and Time)

* President Name

* President Email

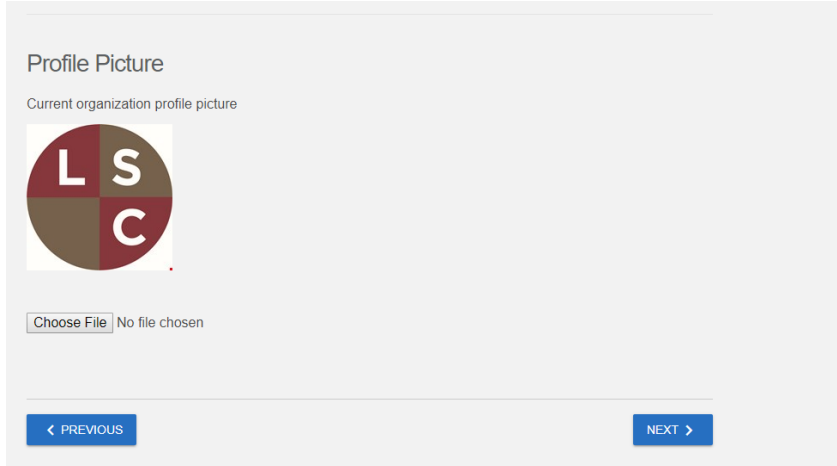
* Advisor Name

* Advisor Email

◀ PREVIOUS

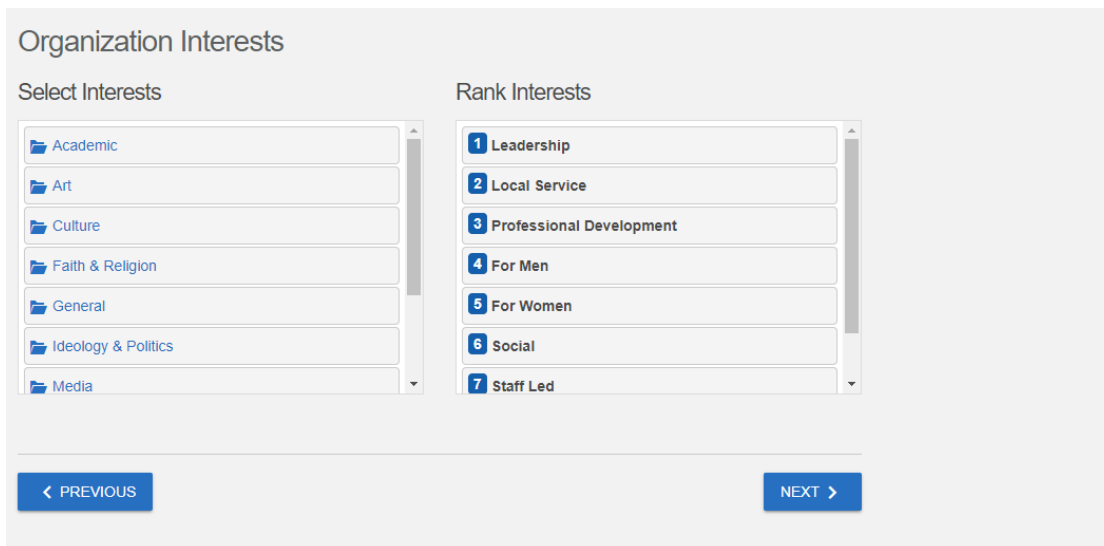
NEXT ▶

Step 3: The next step will ask you to update your Profile Picture. This Profile Picture is circular and shows up in the Organization Directory and on your organization's main page. **If you do not have a Profile Picture, this is a great time to add one.** If you already have one you can choose to upload a new one or skip to the next step.



The screenshot shows a web interface for updating a profile picture. At the top, it says "Profile Picture". Below that, it says "Current organization profile picture". There is a circular placeholder image divided into four quadrants with the letters L, S, C, and an empty space. Below the image is a "Choose File" button and the text "No file chosen". At the bottom, there are two blue buttons: "< PREVIOUS" and "NEXT >".

Step 4: The next page will show your organization's Interests. These interests allow students searching for these items to find your student organization. **If you do not have any Interests listed, this is a great time to add some.** To add some, just drag and drop the ones that are relevant to your organization to the right. Then rank them in order from the most important to your organization to least.



The screenshot shows a web interface for selecting and ranking organization interests. It is titled "Organization Interests". On the left, under "Select Interests", there is a list of categories: Academic, Art, Culture, Faith & Religion, General, Ideology & Politics, and Media. On the right, under "Rank Interests", there is a list of interests: 1 Leadership, 2 Local Service, 3 Professional Development, 4 For Men, 5 For Women, 6 Social, and 7 Staff Led. At the bottom, there are two blue buttons: "< PREVIOUS" and "NEXT >".

Step 5: The next step will ask you about your Advisor Confirmation Form. **You will upload the signed form in this step and enter your Advisor's information. The signed form should match the information you provide.** At the bottom you will click the checkbox at the bottom to agree that you have done so. If you need assistance scanning the form for upload, please come to the Leadership and Service Center.

Advisor Confirmation Form

Advisor Confirmation Signature

The final step in this process is to upload your signed Advisor Confirmation Form. Please make sure your Advisor reads and signs the form.

We also ask that you fill out the text boxes below with the information from your signed Advisor Confirmation form.

* Advisor's First Name:

* Advisor's Last Name:

* Advisor's Title at USC:

* Advisor's Campus Address (for campus mail):

* Advisor's Campus Phone Number:

* University Classification

- ☐ Faculty
☐ Staff

* Advisor's College/Department:

* How long have they served as the Advisor for this organization:

- ☐ <1 year
☐ 1 year
☐ 2 years
☐ 3+ years

* How long have they served as the Advisor for this organization:

- ☐ <1 year
☒ 1 year
☐ 2 years
☐ 3+ years

* Upload your 2017-2018 Advisor Confirmation Form here

If you need to print another copy visit the document section of the Leadership and Service page on Garnet Gate.

Academic_Team_Advisor_Confirmation_2016-2017.pdf [UPLOAD FILE](#)

[< PREVIOUS](#)

[NEXT >](#)

Step 7: Following your advisor confirmation form will be a series of modules. These modules cover the following topics:

- Student Organization Policy
- Hazing Prevention
- Discrimination, Harassment, and Sexual Assault
- Risk Management
- Student Organization Resources

In order to fully complete renewal you must complete all of these modules.

Within each module is a video and a series of questions. In order to fully complete renewal you must complete all of these modules including watching each video

and answering all questions. Please note that your responses to these modules are recorded.

Step 8: After the last step, you will have a chance to review your submission. **This is not a receipt. Make sure you scroll to the bottom and click the blue “Submit” box at the end.** If you don’t click “Submit,” we will never see your application!

Once you click the blue “Submit” box, the application will be sent to us. The Leadership and Service Center will review the application and process the submitted information. **Please note it does take us time to process and review Renewal applications, as we do have over 450+ applications being sent to us.**

As we review your application, if your application is “denied”, log back into Garnet Gate and make the requested edits in order to resubmit. **Please note this denial doesn’t mean your organization’s renewal is permanently denied**, it just means it’s denied **until you make the required edits**. If you do not make the edits by the requested deadline, your organization will then be listed as inactive.

If you have any questions, please contact the Leadership and Service Center at lsc@sc.edu.