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.
Step 2: The next step will ask you to update your Profile information. Please note:

- **DO NOT change your organization’s Official Name or Email address.** These are both official through the university. If you need to change your name officially, that is a separate form you can contact the Leadership and Service Center for. Your email is your official through the university, it must be listed here. **If you change these, your form will be denied.**

- **DO update your Summary and Description.** The Summary is the short two sentence synopsis about your organization that appears next to your name in the Organization Directory. The Description is the full-length depiction of your organization listed in your About page. This is one of the first things a potential new member will see about your organization!
• **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!

• **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.**
**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.

![Profile Picture]

**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.

![Organization Interests]

**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.
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.