

5. Online | Norman
6. Governmental/Presidential | Norman
7. Competitive Club Student Organization (CCSO) | Norman
8. Sport Club Student Organization (CCSO) | Norman
9. Greek Departmental Student Organization (DSO) | Norman (*Councils – Ex: Panhellenic*)
10. Greek Chapter | Norman (*Chapter – Ex: Pi Kappa Alpha*)

Health Campus

Here is the list of group types on Norman Campus:

1. University Department | Health
2. Student Organization | Health
3. Administrative Student Organization | Health
4. Academic Student Organization | Health
5. Student Interest Group | Health

Tulsa Campus

Here is the list of group types on Tulsa Campus:

1. University Department | Tulsa
2. Student Organization | Tulsa

Advisors OU Engage has no separate advisor account type. Advisors are added as officers of the group, optionally with a custom position title such as “Faculty/Staff Advisor” and with permissions trimmed to what they actually need.

Note: All new Registered Student Organization will be designated as “Student Organization | [insert campus]”. Campus admin will be able to change your group type on the platform.

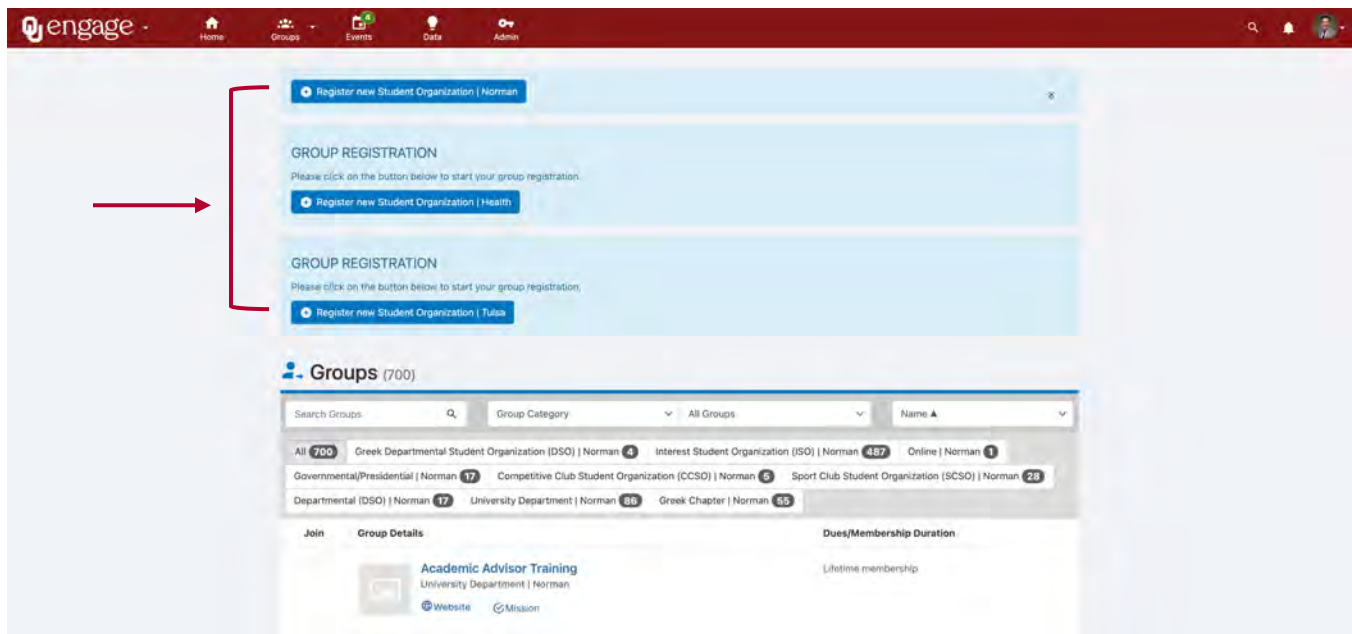
REGISTERING A NEW STUDENT ORGANIZATION

OU Engage also runs separate group registration streams for the Norman, Health Sciences, and Tulsa campuses. Make sure you start the registration matching your campus.

Register a new group

Anyone with an OU Engage account can propose a new organization, subject to the registration window being open.

1. Go to **Groups** → **All Groups**. Registration buttons sit above the group list.
2. Choose the button for your campus: Register new Student Organization | Norman, | Health, or | Tulsa.



3. Complete the Group Registration Details page. Required fields are:
 - a. Group name
 - b. An acronym: The acronym becomes part of your group's identification — letters and numbers only, no spaces, 3 to 50 characters.
 - c. At least 1 Category
 - d. Logo & Mission Statement
4. Add your mission statement and membership benefits. These appear on your Group Page and can be edited later.
5. Enter your officers and members. OU sets how many of each are required before you can proceed.
 - a. OU Norman required a group to have at least 2 **Officers** and 1 at least 1 **Advisor**. You can type in their name and select a user in those field.
 - b. OU Norman required at least 8 members, as the policy indicated that a student organization must have at least 10 members (excluding Advisors).
6. Complete the registration form on the next screen and submit. You can save a draft and return, but the person who starts must be the person who finishes.

Officer & Members during Registration: If you select someone as an Officer, they **may not** be entered as a member. If you have more than 2 officers and fewer than 8 members, but your group still has a total of 10 people, please enter the additional officers as Members. Once your group is approved, you can update their permissions and change their role to Officer.

Tracking your submission

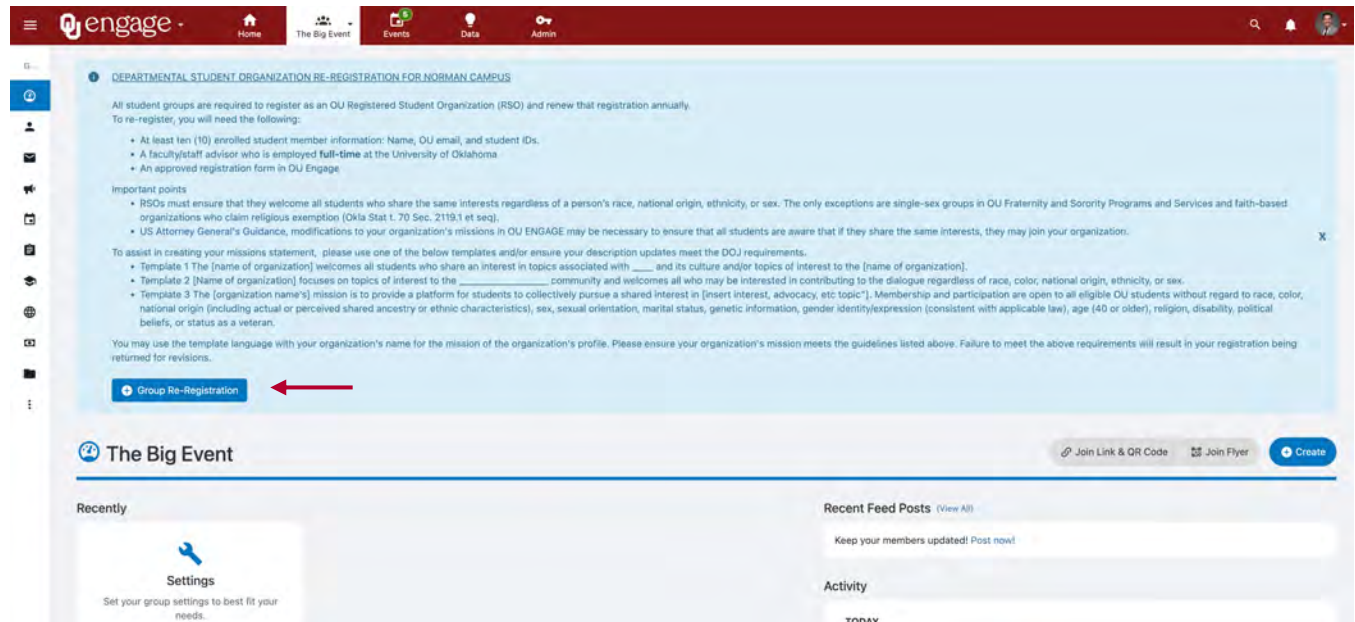
Go to My Activity → My Surveys/Forms. Your registration appears as Pending Approval. When the approvers have worked through it, the status changes to Approved, Rejected, On-Hold, or Needs Modifications. Incoming officers may also need to accept their positions before the group is fully active.

RE-REGISTERING AN EXISTING ORGANIZATION

Most OU organizations must re-register each year to stay active. This is the annual leadership handover, and it is the single most consequential process in the platform — get it wrong and your group loses access.

Starting the process

If your group needs to re-register, a banner appears at the top of your group dashboard. Where OU permits it, a Group Re-Registration button also appears on the Groups list so an incoming leader who is not yet an officer can start the process.



1. Open the re-registration from the banner or the Groups list.
2. Review the Group Details form. It is pre-filled from last year's registration — logo, mission, categories. Update anything that isn't greyed out.
3. Enter the incoming officers and the required number of members.
4. Complete the re-registration form and click **Submit Form for Approval**.
5. Track the status in My Activity → My Surveys/Forms.

Important Note

1. Whoever starts the re-registration **must finish it**; you cannot hand a partially completed form to someone else.
2. Once re-registration is approved, the outgoing officers are removed and the incoming officers are instated automatically.
3. Each incoming officer must individually accept their position, sometimes by completing a form or checklist, before their access turns on.

MANAGING YOUR GROUP DASHBOARD

Click the gear beside your group in the Groups dropdown.