



School of Undergraduate Studies

Becoming a Student Organization

Organization Guide



Establishing a Student Organization

*All Undergraduate student organizations operating on campus must be verified by the School of Undergraduate Studies and obtain a charter from the University Student Services Office.

The following procedures should be observed by any group desiring to organize and be recognized as a student organization:

1. Enlist at least five (5) total students who are interested in starting the same kind of organization.
2. Enlist an interested, willing, and able staff or faculty member of your choice, who would be willing to become involved and act as Advisor to the group. Academic organizations must be advised by faculty. Service or social organizations can be advised by full-time staff members.
3. Complete and submit the *New Student Organization Request Form* to Student Support Services for the School of Undergraduate Studies (CRB 103). Once approved, continue to step 4.
4. Obtain an [Application for Charter](#) from University Student Services (SC 201).
5. Establish eligibility of the slate of officers with the Registrar's Office.
6. Present the Application for Charter to the Director of Student Life: please include the purpose, the names of eligible officers, advisor(s), and provide all information requested. An application can be denied on the basis of missing information.
7. The application will be reviewed and subsequently approved or denied by the Director of Student Life and the Vice President of Student Services, based upon the group's consistency with Regent University's mission and upon sufficient interest in the group's goals to warrant recognition as a student organization.
8. The granting of a charter and full recognition of the new organization will await submission of its constitution—which must be within three months—to the Director of Student Life as well as the Director of Student Services for the School of Undergraduate Studies.
9. Once the new organization is recognized, contact Heather Dowling in the Business Office at (757) 352.4058 or heatdow@regent.edu to set up an appointment in order to receive an account through which all monetary transactions should be conducted. The staff or faculty advisor and two student leaders from the organization (usually the president and treasurer) should be present at this meeting.
10. In addition, all new student organizations should contact Admin Services (admins@regent.edu, x4442) in order to acquire the *Guide to Events Standards & Policy* manual. This resource will assist student leaders and their advisors in understanding how to conduct their organization's business effectively and appropriately. **All policies and procedures must be followed.**
11. Last, the Office of Undergraduate Student Services has several helpful resources for when your organization decides to plan an event or activity on campus. Contact the Student Services Coordinator in CRB 103, at or (757) 352-4511, or at undergradservices@regent.edu

Regent University
School of Undergraduate Studies (RSU)
New Student Organization Request Form

Date: _____ Name of Proposed Organization _____

Type of Organization: Service Social Academic _____
(Other)

Student representative(s) initiating request	Phone Number	Email address
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____
(4) _____	_____	_____
(5) _____	_____	_____

Faculty/Staff Advisor(s)	Extension	Email address
_____	_____	_____
_____	_____	_____

Purpose of the Organization (attach separate sheet if necessary):

Is this organization affiliated with a national association? If so, which one?

How will this organization support Regent's mission (attach separate sheet if necessary)?

In what types of activities will this organization engage (attach separate sheet if necessary)?

Signature: _____ Date: _____
Director of Student Engagement and Retention

Signature: _____ Date: _____
Associate Dean of Students

Signature: _____ Date: _____
Dean (Academic organizations)

STUDENT SERVICES STAFF DIRECTORY

Vice President for Student Services	Dr. Jeff Pittman	jeffpit@regent.edu	(757) 352-4106
Administrative Assistant	Liz Boyd	lcasper@regent.edu	(757) 352-4100
Director of Student Life	Carolyn Hughes	chughes@regent.edu	(757) 352-4486
Director of Community Life	Roger Cheeks	rogeche@regent.edu	(757) 352-4486
Director of Campus Ministries	Dr. Richard Kidd	rkidd@regent.edu	(757) 352-4840
Director of Student Development	Joel Ladd	joellad@regent.edu	(757) 352-4932
Director of International Student Services	Leeanne Johnson	ljohnson@regent.edu	(757) 352-4130
Director of Student Housing	Ryan Brown	rbrown@regent.edu	(757) 352-4890
Director of Food Service	Dan Murphy	danimur@regent.edu	(757) 352-4924
Bookstore	Jeanie Davis	bkmanager@regent.edu	(757) 352-4065

UNDERGRADUATE STUDENT SERVICES STAFF

Director of Student Engagement and Retention	Kyle Graham	kylegra@regent.edu	(757) 352-4187
Undergraduate Student Services Coordinator	Whitney Turner	ccrossett@regent.edu	(757) 352-4511
Office of Student Support Services		undergradservices@regent.edu	(757) 352-4385

THE RELATIONSHIP WITH STUDENT SERVICES

As an official organization at Regent University, you are recognized as a member in the umbrella of the Student Services Division. You are encouraged to acquaint yourself with the mission and functions of Student Services. The following is an excerpt from the Student Services Master Plan:

The Student Services Division is responsible for providing the necessary support services central to achieving the student developmental mission of the University. Based on I Thessalonians 5:23, which calls for the sanctified development of the total person in body, soul and spirit; the Student Services Division plans, develops, coordinates, and implements programs that are co-curricular in nature, complimenting the academic mission of the University.

Specific functions and activities of the Division are patterned after the generally accepted organizational structures for Universities serving the student body. The student developmental philosophy is decidedly Biblical; educating, equipping, and training servant leadership.