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 (adminservices@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
Date: ________________________    Name of Proposed Organization __________________________________________

Type of Organization:  ■ Service   ■ Social   ■ Academic   ■ ________________________________

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  Leanne Johnson  ljohnson@regent.edu  (757) 352-4130
Student Services  
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.