Starting a New Student Organization at Coastal Carolina University

1. Log onto Coastal Connections (www.coastal.edu/coastalconnections) using your CCU username and password and look at all the current student organizations. If you find one that has the same mission as the organization you are considering starting, we encourage you to contact that organization and get involved. If there is no organization similar to the one you want to start, you can continue on to the next steps.
2. If an organization with the same mission does not already exist, you can begin the process of starting a new student organization. To begin this process, gather the following information.

- Name of the organization
- The mission/purpose of the organization
- Any social media accounts or outside websites (if applicable)
- Main contact person information
- Membership dues (if any)
- Name and email address of the advisor, president, treasurer, and 5 other general members.
- The organization’s interests (leadership, outdoor, gender based, entrepreneurial, etc.)
- A profile picture for the organization (if you have one)
• The category of the organization (fraternity and sorority, faith based, general interest, honor society etc.)
• Your organization’s constitution (sample constitution available at https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/)
• Signed “Adviser Confirmation Form” and Student Organization Yearly Agreement” forms (can only be filled out once you have secured a president and an adviser).

*These forms will be uploaded during the registration process.*

***Forms can be found at https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcecenter/

It is better to have ALL of this information together before you try to register. It will make the process smoother for you and your fellow organization members.

Please note: Only the primary contact (usually an executive board member) can register an organization on Coastal Connections.

The following slides will further detail the Coastal Connections registration process. If you have any questions about any of these steps, please see the Student Organization Resource Center (SORC) (LJSU A202) or the Office of Student Life (LJSU B213).
Scroll to the bottom of the next page and click “Register a New Organization.”

Once you have all your items together and are ready to register your organization, click “Next”
On this page, type in the Organization’s FULL Name, and add an optional acronym/nick name.

Secondly, provide a short summary of what your group is under “Organization Description Summary,” and then a full description (if there is further information needed) under “Organization Description.”

Under the “Website” option, you will be creating your group’s URL. Enter only the group’s desired URL information.

For example, if you want your group’s page URL to be https://coastal.campuslabs.com/engage/organization/testorganization, you would only enter “testorganization.”

You may also enter any existing external webpages or social media accounts/handles here (either for your group or a national chapter).

**This is optional**
You have the option of entering organization contact information. We DO NOT recommend using personal addresses in this area, as it is public.

If you choose to use this area, think about using your advisor’s office or other location.

Dues depend on the organization. Your group does not have to charge dues to your members, but if you do, remember to keep them in line with the mission of your organization.
Upload the “Student Organization Yearly Agreement” and the “Adviser Confirmation” here. You can either scan in the documents, take a photo with them on your phone, or use other methods – we just need to see the form (please write legibly).

Upload your group’s constitution/bylaws. This is the most common reason organization’s applications are denied. Make sure your constitution contains all of the information found in the template (https://www.coastal.edu/osl/registeredstudentorganizations/studentorganizationresourcemcenter/)

This document should be able to sustain over several years. Keep the contents as general as possible and think long term when developing the document.
Click on various “categories” to the left that describe your group. You must have one, but can have as many as are applicable.

In order to help individuals relate their interests to their own, click on any special interests that describe your group.
In order to be a group at CCU, you must have a total of 7 members and 1 adviser. One of these members must be the president of the organization and one must be the treasurer.

In this area, you will need to list the names and CCU email addresses of each of your members and the adviser. Use the “position” option to assign positions to each person.

If you would like to table on campus in order to gain interest for your club before you register, email jcombess@coastal.edu. This is an excellent way to get interested members.

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A picture is worth a 1000 words – if your group has a logo, mark, or other profile picture, upload it here.

**Please keep these appropriate and do not use university marks (i.e. logos, Chauncey, etc.)
The Student Organization Resource Center (SORC) is located in the Lib Jackson Student Union, Room A202. It is open to ALL student organizations and has various supplies and meeting spaces available to your group.

Each group is allowed to have three individuals to have ID access to the room outside of normal hours. This means, if the room is closed, those individuals can scan their ID and get into the room (even if it not currently staffed).

If you would like certain members have access, you will need to provide their first and last name, CCU email, and Student ID number on this form.

Mailboxes for all groups are also available in the SORC. If you would like your group to have a box, fill out this form.
Once you click “SUBMIT FOR APPROVAL,” your application will be reviewed and either approved or denied. If approved, you will receive a packet that outlines your next steps in being a successful student organization at CCU. If is denied, information on what needs to be changed will be provided so you can adjust and reapply.

If you have any questions about this process, please feel free to reach out to the SORC (LJSU A202, CIS@coastal.edu, or 843-349-2724) or email Jessica Combess at jcombess@coastal.edu.