



# Advisor Development Workshop #2

RSO RE-REGISTRATION AND OFFICER TRANSITIONS



# Re-Registration

- ▶ Begins Monday March 9<sup>th</sup> and closes on Tuesday June 30<sup>th</sup>
- ▶ This process allows new and active RSOs to re-register and recertify their officers for the 2020-2021 academic year
- ▶ All registration takes place digitally on Hogsync, through the RSOs Hogsync page and completing Hogsync forms.
- ▶ Process does not have to be complete in one sitting, submission is saved with each log-in

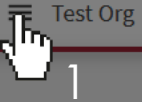


# To Start

- ▶ Update Roster on the RSO's Hogsync page with correct officer positions, including advisory roles
  - ▶ Current president and treasurer listed on their Hogsync page are the only positions that can alter the RSO roster
  - ▶ All members invited using \_\_@uark.edu university emails
    - ▶ (not the @email.uark.edu email addresses)
- ▶ While updating the roster, new positions can be created to match the officer title in the RSO
  - ▶ This feature is under the roster tab on the RSOs Hogsync page as "Manage Positions"



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# Test Org

2 Members

Click the drop down menu indicated by the 3 small bars in the top left of the page then click "Roster".





Test Org

# Roster

- MESSAGING
- MANAGE POSITIONS
- INVITE PEOPLE**
- EXPORT ROSTER

**RE**  
Primary Contact  
Rosa Edwards

## Manage Roster

- CURRENT**
- PENDING
- PROSPECTIVE
- TERMS AND CONDITIONS

- END MEMBERSHIP
- END ALL MEMBERSHIPS

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Everett	Lilly	President
<input type="checkbox"/>	Rosa	Edwards	Advisor

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Only the current President or Treasurer can edit officer positions. If you need to create an officer position, you need to click "Manage Positions" and then click "+Position" on the next page. To edit current members into their new officer position, either click the blue pen next to their name and select their new position, or if a new officer is not a current member then you will have to click "Invite People" and then enter their UARK email, before you can edit their position in the organization. The email must be formatted as: [username]@uark.edu not [username]@email.uark.edu. Also, make sure your advisor is listed correctly.



# Steps Outlined

- ▶ These are items required to complete the whole process
  1. Update Roster
  2. Quizzes (president and treasurer passing with 80% or higher)
    - ▶ Student who completes re-registration process will be required to complete the quiz as part of the re-registration process, the other student leader will have to complete the quiz through the Hogsync form page on their own
  3. Maintenance to RSOs Hogsync page information
    - ▶ Logo/profile picture, general information, Constitution upload, categories tagged
  4. 3 forms to read and sign pertaining to policies and procedures
    - ▶ Requirements, Non-Discrimination Statement, Certification of Officers
  5. Advisor Certification form
    - ▶ There is no automatic notification of this step. Students must be aware to notify advisor(s) of this form
    - ▶ Advisors can proactively complete this form anytime after March 9<sup>th</sup>



Registered Student Organization re-registration for the 2020-2021 academic year is now open. RSO's must re-register by June 30, 2020, in order to have benefits for the 2020-2021 academic year. The following steps are required for groups to re-register:

1. Manage member roster (including officers, advisors, and members) - Please add members/officers/advisors using their **@uark.edu email** address. No other email extension will link individuals to their HogSync account. If you add individuals using any other email extension (aside from the required @uark.edu extension), individuals will not receive invites to join as their respective positions that will result in an inaccurate roster. If you fail to update your RSO roster to match the Certification of RSO Officers form that you will submit in **Step #3** (that's also part of re-registration), your RSO re-registration request will be denied.
2. The President and Treasurer should view the complete the RSO Quiz. Both individuals must score 80% or better to pass the quiz. The quiz is located within the renewal process (#2) or it can be found by clicking here: <https://hogsync.uark.edu/submitter/form/start/257799>
3. The President or Treasurer should initiate the RSO's HogSync renewal process by selecting "re-register organization" on the manage view of the RSO organization site within HogSync. Required information that you will be prompted to review and make any necessary updates to include: RSO Constitution, RSO Purpose Statement/Description, Profile Picture or logo
4. During the re-registration process, the individual completing re-registration will also complete and sign the following RSO forms: RSO Requirements Form, RSO Non-Discrimination Statement, Certification of RSO Officers Form
5. Advisors must complete the required Advisor Certification form located The form can also be found by clicking "Forms" on the HogSync log-in page and searching for the form in the search box.
  1. It is the student's responsibility to direct the RSO Advisor to the appropriate form. Advisors will not get an automatic notification from HogSync.
  2. Students cannot complete this form on the behalf of their RSO advisor. Students form submissions will be denied. Students are welcome to forward this link to your RSO Advisor for their completion on Hogsync. <https://hogsync.uark.edu/submitter/form/start/255589>
6. Once the RSO roster is updated, the re-registration has been submitted, and all forms are completed including president and treasurer quizzes, the RSO's profile and officers will be reviewed.

[RSO benefits](#) for the 2019-2020 academic year expire June 30, 2020 so the Office of Student Activities recommends re-registration prior to leaving for summer break. All current RSOs that plan to be active during the 2020-2021 academic year must complete the registration process between March 9 and June 30. Current RSOs that miss the re-registration window will be able to re-register during a brief window in September but will not have RSO benefits after June 30, which includes the ability to register for HillFest, the campus-wide welcome back event that will occur Monday, August 24, on the Union Mall. Sign-ups for HillFest begin on July 13th, 2020.

Once you've read the instructions, click next to go to the next step.





# Common Confusion

- ▶ Quizzes- both president and treasurer must complete the quiz. Officer completing the re-registration process will be prompted to take the quiz. The other officer will need to search for the quiz, to complete and submit for their respective RSO.
  - ▶ If an officer submits the quiz independently, they will have to take the quiz again if that officer is the one completing the re-registration process
- ▶ Certification of Officers- this form must match the current roster of the RSOs Hogsync page. The form does not communicate to change the officer positions, it must be manually done by officer.



# Other Confusing Components

- ▶ Advisors on Roster- advisors must be added to the RSO Hogsync roster to have an accurate roster to fulfill RSO requirements.
- ▶ RSO Database vs. Hogsync Roster
  - ▶ Check writing database is not connected to Hogsync. If the RSO Officers change throughout a semester, and the officer did not submit an Officer Update Roster change Hogsync form the database will not match.
  - ▶ The re-registration process relies on the officer roster to be accurate so the president and treasurer can complete the process. If the officers on the Hogsync page are not updated the re-registration process is not possible until the officers are accurate.
  - ▶ If your RSO has elections after the student's complete re-registration it is required the outgoing president completes the Office Update Hogsync form for the roster to match and be updated in the Check Writing Database.



# Officer Transitions

- ▶ Record keeping of their responsibilities in their role
- ▶ Scheduling a meeting to have a dialogue between outgoing and incoming officer
  - ▶ Share Hogsync information
  - ▶ Events/meeting timelines
  - ▶ Transition any physical materials
  - ▶ Ensure important documents are uploaded to RSO Hogsync “documents”



# Importance of Officer Update

- ▶ Transfer of position on Hogsync as well as Officer Update form to ensure Check Writing Database access is granted to the correct students
- ▶ To guarantee the correct officers have access to their Hogsync page for future RSO practices and purposes
- ▶ For the Office of Student Activities to complete co-curricular checks on student leaders
  - ▶ Full-time enrollment
  - ▶ Cumulative GPA of 2.25 and above
  - ▶ Absence of conduct and academic integrity probation



# Resources to Use

- ▶ Office of Student Activities Website
  - ▶ Additional PowerPoints to present or send to student leaders
  - ▶ Goal setting documents
  - ▶ Transition worksheet
- ▶ <https://osa.uark.edu/registered-student-organizations/advisor-info.php>



Questions?