

RSO 2nd Chance Re-Registration Guide September 1-15



OVERVIEW

All RSOs planning to be active during the 2026-2027 academic year must complete the re-registration process during the window of **September 1 - September 15, 2026**.

↘ The re-registration process consists of the completion of (4) forms

- **Re-registration Form**

This must be completed by the current president or treasurer of your RSO, and can only be accessed by the blue button at the top of your group's HogSync page.

- **Treasurer & President Quiz**

*This should be taken by the 2026 - 2027 treasurer **and** president*

- **Advisor Form**

This must be completed by the current advisor of your RSO

↘ Any forms received after September 15 will **not** be accepted toward RSO re-registration. Organizations that do not complete all re-registration requirements by the deadline will lose their RSO status and the benefits associated with recognition, including:

- Access to university-hosted email accounts, websites, and listservs
- The ability to reserve campus facilities and meeting spaces
- Access to a university-managed financial account (worktag) for deposits and disbursements
- Eligibility to apply for and use Associated Student Government Funding
- Approval to conduct fundraising activities

Questions? The RSO Team is here to help you!

Arkansas Union A6 Floor (above Club Red and the Student Info Desk)

8:00 am - 5:00 pm

rso@uark.edu

(479) 575 - 5255

HOW CAN YOU PREPARE?

01

EXPLORE THE RSO HOGSYNC PAGE

Forms for re-registration will be located within the Registered Student Organization HogSync page.

Make sure you are familiar with how to find it!

**The re-registration form is only accessed by the President or Treasurer of an RSO through a blue button at the top of your group's HogSync page.*

02

REVIEW OFFICER & ADVISOR REQUIREMENTS

Officer requirements can be found on our website:

https://involvement.uark.edu/registered_student_organizations/registration.php

As well as RSO Advisor requirements:

https://involvement.uark.edu/registered_student_organizations/advisor-info.php

Re-registration cannot be completed if your group's officers or advisor does not meet the necessary requirements.

03

UPDATE OFFICERS

The President and Treasurer currently listed in your RSOs' HogSync will be responsible for completing parts of re-registration. If you need to update your group's officer list, please fill out the [Officer/Advisor Update Form](#) in HogSync.



Re-Registration Form

Only the president or treasurer currently listed in your RSO's HogSync page can complete this form, and it can be accessed through a blue button at the top of your group's HogSync page.

You will need the following information to complete this form:

- The list of officers who will be in effect once your re-registration process is completed (You need at least a President, Treasurer, and Primary Advisor)
- At least 6 members, other than your group's officers (Name and UARK email)
- RSO Logo (this is subject to trademark - visit [here](#) for more information)
- RSO Constitution
- Whether or not your RSO has a Worktag (format AGxxxxxx)
- Whether or not your RSO holds a Local, State, National, or International Affiliation, and if so, be able to list its name and website, if applicable
- Any officers other than the President and Treasurer who should have checkwriting ability, and if any officers should have this ability removed

Treasurer & President Quiz ↗

If you plan to act as the Treasurer or President of an RSO in the 2026 - 2027 academic year, you must pass the Treasurer & President Quiz with 80% or better. The quiz can be taken multiple times until a passing score is received.

Advisor Form ↗

If you plan to act as the Primary or Secondary advisor for an RSO in the 2026 - 2027 academic year, you must complete the 2026-2027 RSO Advisor Re-Registration Certification Form. A separate form is required for each RSO you advise.