All Earl Warren College student organizations must register annually to update information, every FALL QUARTER by the third week in order to be considered a registered student organization for the calendar year. New student organizations may complete a registration packet at any time in the year. All organizations must update contact information when any changes occur.

To register use these steps:
1. Complete the registration form with all requested information and Principal Member contact information.
2. Have an advisor complete the acknowledgement form with contact information.
3. Submit registration form, constitution and answers to the questions mentioned below to the Program Assistant, Dean of Student Affairs Office (CSE Room 1148).
4. A minimum of 50% of the Principal Members must meet with the Coordinator of Student Activities to go over rules and regulations following approval of the new organization.

Approval Process
The packet will be reviewed by the Commissioner of Student Organizations, who will check for proper completion and will issue a recommendation for approval of the organization to WCSC. WCSC shall, with a majority vote, issue a recommendation to the Warren College Dean of Student Affairs for the approval of all new Warren College organizations. Post approval, one representative of the organization must attend the Warren College Organization Standing Committee Meeting in order to receive funding under the WCSC Bylaws.

Principal Members
*Earl Warren College requires a minimum of three (3) full-time registered UC San Diego students, two of whom must hold the positions of President and Financial Officer. At all times the President and Financial Officer must be held by Warren students.

*Students must update organization registration each time any of the principal members, their addresses or phone numbers change, and keep a current permanent/summer mailing address on file with the Dean of Student Affairs Office.

*Principal members assume full responsibility for the financial status, actions, and programs of the student organization.

*Only registered principal members are authorized to officially conduct business with the University, e.g., calendar events, reserve facilities, access budget numbers, and spend student organization funds.

*Student organizations may not be used as a conduit for personal financial gain or for the establishment of personal business.
**Category Selection**
Each student organization must determine its category. An organization may fall under several categories, but the one that best represents the primary focus of the organization should be selected (example: service, social, professional, etc.) Include this in the constitution.

**Advisors**
*All Warren College organizations are required one non-student, UCSD staff or faculty member as an official advisor.*

*Advisors must sign the student organization community advisory signature page in the registration packet.*

*Advisors are strongly encouraged to attend at least one of the Warren College Organization Standing Committee Meetings held each quarter.*

**Tell Us About Your Organization**
Please answer the following questions to help us understand your organization. Your answers will factor into the registration process. So please take them seriously.

1. What are the specific reasons/needs for establishing a new Warren Organization?
2. Will the new organization fulfill the needs of the Warren Community that are not currently addressed?
3. How will the organization benefit the Warren Community?
4. What types of programming and activities will the new organization provide?
5. For what reasons did you choose a specific advisor?