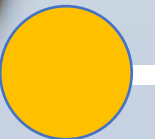




Registered Student Organization (RSO) Re-Registration

RSO@GMU.EDU
Student Involvement, George Mason University



RSO Re-Registration Timeline Overview



Priority Guaranteed Start-Up in Fall (August)

Registration Application Opens

- Incoming President Submits Application
- Officers "Accept" their roles
- Tier 2 Only: Advisor accepts their role
- Officers review the online trainings

Summer

- GPA Checks occur
- 25Live Accounts Created (on-campus space reservations)
- RSO Org Codes/Chart P Accounts Created (on-campus budget account)

After May 1, 4pm

- Incomplete applications are placed on hold until the next registration windows and the Group is Deactivated from Mason360



Academic Year Registration Windows

Registration Application Opens

- Incoming President Submits Application
- Officers "Accept" their roles
- Tier 2 Only: Advisor accepts their role
- Officers review the online trainings

If Approved

- GPA Checks occur
- 25Live Accounts Created (on-campus space reservations)
- RSO Org Codes/Chart P Accounts Created (on-campus budget account)

If Not Approved

- Incomplete applications are placed on hold until the next registration windows and the Group is Deactivated from Mason360

Check for all Registration Dates:

<https://si.gmu.edu/rso/#registrationdeadlines>

Club Sports have a separate registration (please contact the [Mason Recreation Team](#))

Registered Student Organization (RSO) Tier Description

1

Basic Meeting Rooms

Standard Setup of Space

Basic Outdoor Space Requests (i.e. Table on North Plaza/SUB I Quad, etc.)

Events Production limited to equipment that is provided free of charge (ex. wired microphone)

[RSO Tier 1 Space Listing](https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-1-Space-Listing.pdf)* from 25Live:

<https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-1-Space-Listing.pdf>

2

Basic Meeting Rooms

Large Scale, Outdoor Space Requests

JC Cinema, Corner Pocket, JC Dance Studio and Technology Classrooms

ACCESS to Major Programming Spaces: Dewberry Hall, HUB Ballroom, JC Bistro, CFA, Harris Theater, and all special space requests, case by case.

Complex/Non Standard Setup of Space
Advanced, Complex Events Production requests

[RSO Tier 2 Space Listing](https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-2-Space-Listing.pdf)* from 25Live:

<https://si.gmu.edu/wp-content/uploads/2020/04/RSO-Tier-2-Space-Listing.pdf>



RSO Tier Requirements

1

Minimum of two officers & four Founding members (2 total)

1. President (Required)*
2. Treasurer (Required)*

Both students must accept their roles VIA email invite

**President and Treasurer must pass the cumulative 2.0 GPA check and review the officer trainings before accepting their roles. Both officers will be assigned a 25Live account (on-campus space reservations)*

2

Minimum of four officers, four Founding Members, one advisor (5 total)

1. President (Required)*
2. Treasurer (Required)*
3. Officer*
4. Officer*
5. Advisor**

All 4 students and advisor must accept their roles VIA email invite

**President, Treasurer, and the two other officers must pass the cumulative 2.0 GPA check and review the officer trainings before accepting their roles. Two officers will be assigned a 25Live account (on-campus space reservations)*

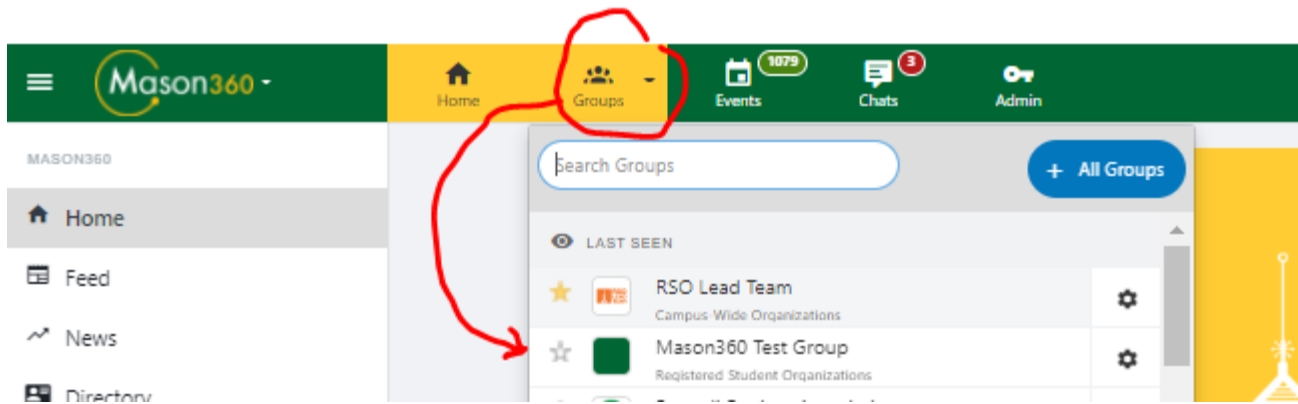
*** RSO Advisor must be a George Mason University faculty or staff member and review the trainings before accepting role*



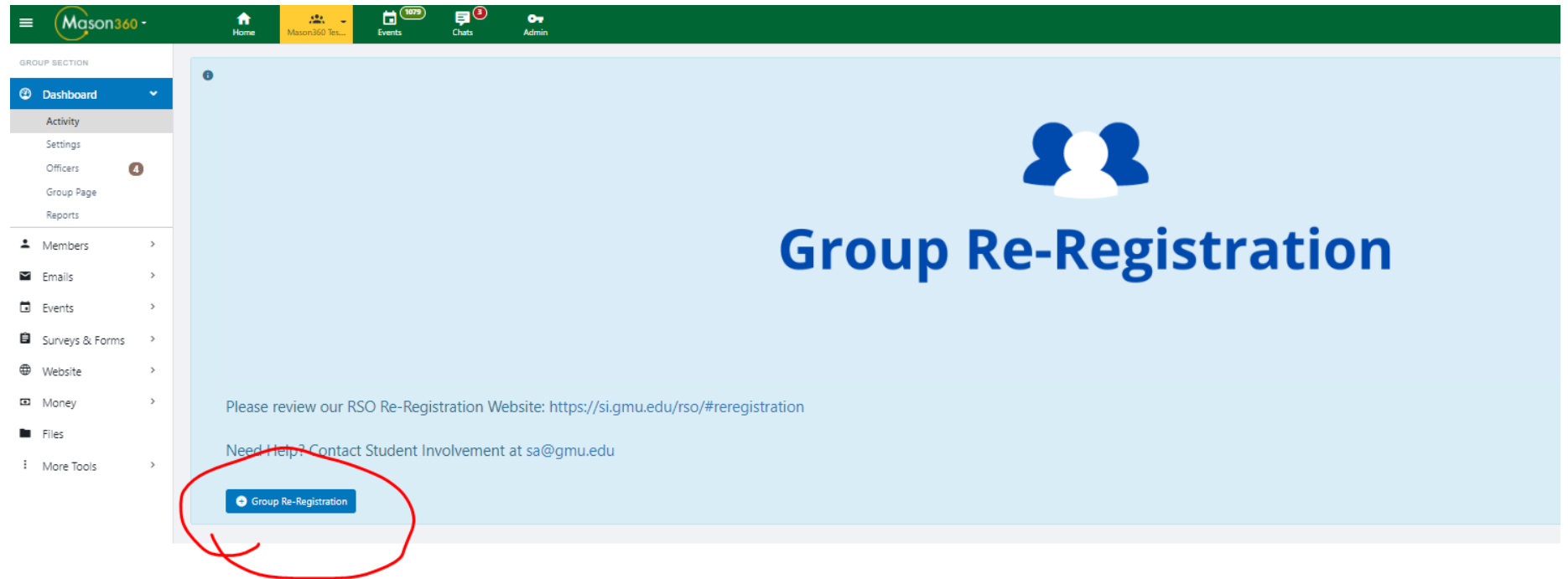
Re-Registration on Mason360

What to expect!

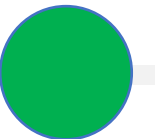






1. Log into Mason360
2. Select the RSO you are re-registering
3. Click on “Group Re-Registration” Button

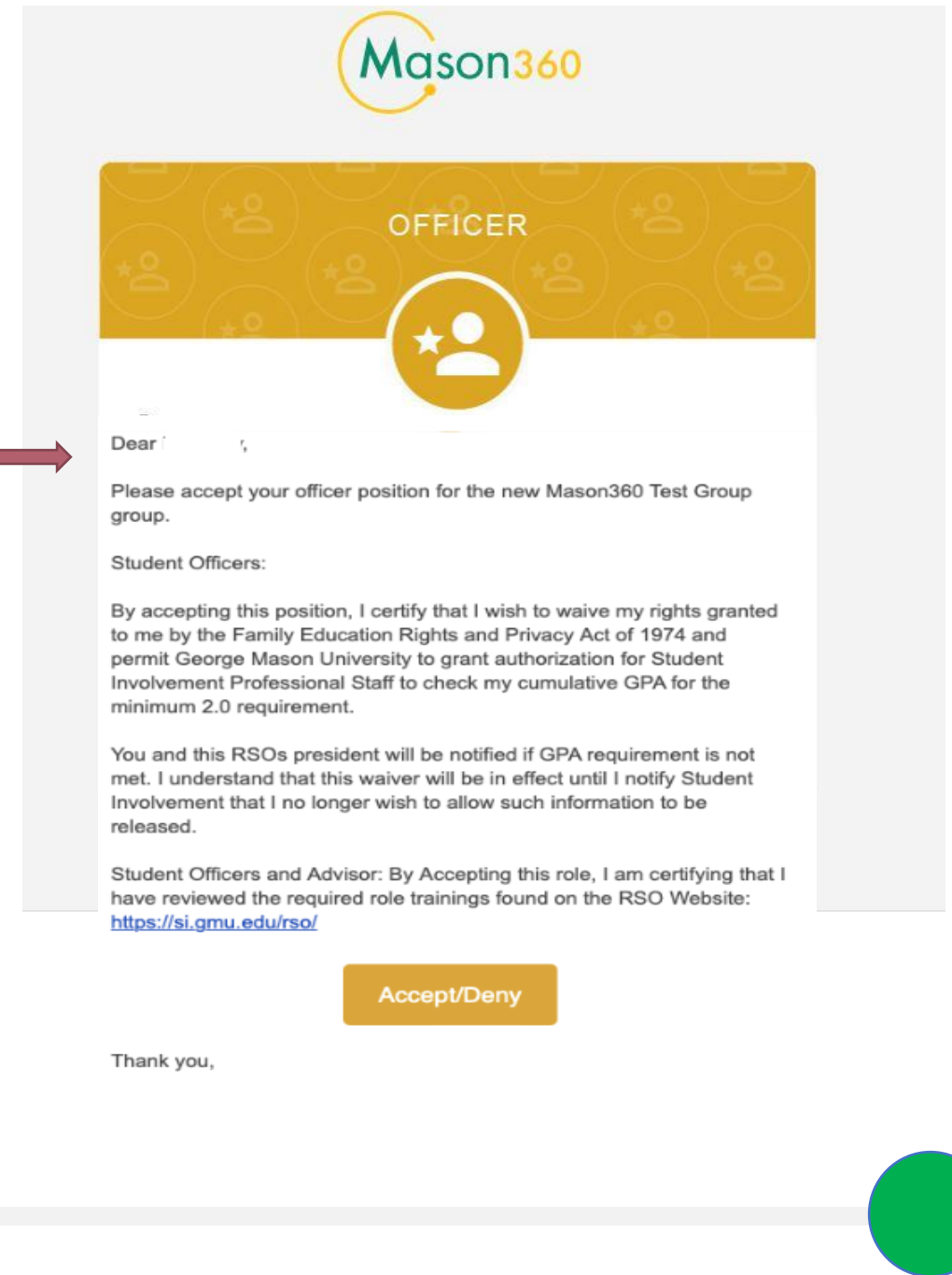


“Group Re-Registration” button is visible during the re-registration windows



Re-Registration Checklist

- ☐ Add incoming President to the Mason360 RSO Group as an officer.
- ☐ Incoming President Submits Application by deadline
- ☐ All Officers listed in the Mason360 Application will receive an email from Mason360 (mailer@campusgroups.com) to accept their role, Acknowledge their review of the Required Training, and allow GPA checks. 
- ☐ Advisor listed in the Mason360 Application will receive an email from Mason360 (mailer@campusgroups.com) to accept their role and Acknowledge their review of the training. 
- ☐ Application Submission will be approved after review of the materials and all listed Officers and Advisor have “Accepted” their roles.
- ☐ GPA Checks will be conducted and communications will go to the Officer and President if there is a “no Pass” to the 2.0 cumulative GPA check.
- ☐ 25Live accounts will be requested after the Requirements due date. The creation of accounts will be through the Office of University Events and can take 1-2 weeks.
- ☐ Org codes (Chart P, on-campus accounts) can be found in your Mason360 Group Page Files



Need to Know Info

25Live

25Live is the university-wide event and academic scheduling system and is available at <http://25live.gmu.edu>. All space for events on campus must be requested through University Events.

- A student has access to **one** 25Live account.
 - If a student holds an account through an on-campus position or another RSO, they will retain their original account and the current request will be canceled. If both 25Live representative requests are canceled, the RSO Lead Team will reach out to the President for replacement officers.
 - TWO (2) students have a 25Live account for each RSO.

Org Code/Chart P

The code is typically a number that has a letter and 6 numbers (ex:Mxxxxx). This is the on-campus account your RSO will hold in which any Student Funding Board (SFB) requests are held. [SFB](#) is a resource for registered Student Organizations to request money for their activities.

RSO Constitution

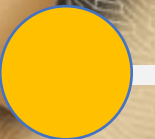
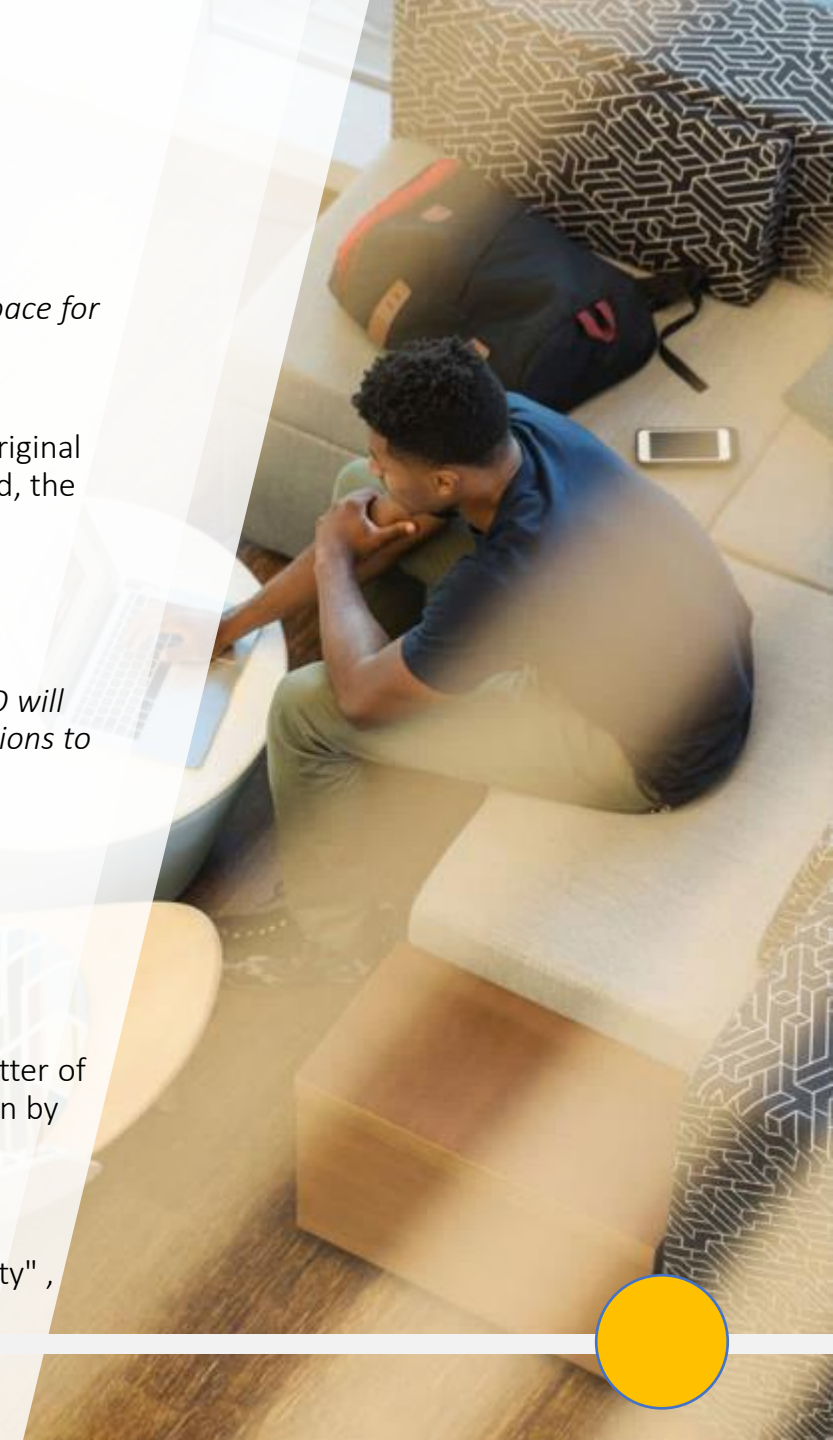
- Please edit your constitution and make sure it includes all required language <https://si.gmu.edu/wp-content/uploads/2022/05/RSO-Constitution-Guide.docx>

If Application Edits Are Needed

- If the RSO Lead Team has any concerns or changes regarding your application, it is communicated to the submitter of the application VIA Mason360 and is their responsibility to address these changes and re-submit the application by the final approval deadline.

RSO Name Policy

- RSOs can include "George Mason University", as part of their name as long as it is "...**at** George Mason University", ".**at** Mason", etc.





Group Re-Registration

Please review our RSO Re-Registration Website: <https://si.gmu.edu/rso/#reregistration>

Need Help? Contact Student Involvement at sa@gmu.edu

Please choose a max of 4 categories

It is not mandatory to upload a new constitution. However, check to make sure it is reflecting your RSO needs and the current requirements.

Group Re-Registration Details

* Categories

- ☐ Academic
- ☐ Campus Spirit
- ☐ Computer/Technology
- ☐ Department
- ☐ Graduate Student Organization

Logo




 Upload

 Delete

* Mission

Play sports

Constitution

 Upload

[Sample_Constitution.pdf](#) (Delete)

OFFICERS

- The **Officers** listed **MUST** be Registered for the semester they are being appointed.
- Tier 2: Advisor must be listed in Officer Section
- Each Officer will “accept” their position: this acknowledges their review of required trainings and allows a GPA check.

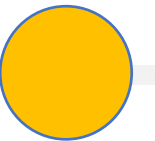
***2 of the Officers you list here will be 25Live Representatives and you will indicate which on the next page.

* President	Start typing and wait for suggestions...
* Treasurer	Start typing and wait for suggestions...
Position of Officer 3	Secretary
Select Officer 3	Start typing and wait for suggestions...
Position of Officer 4	Officer
Select Officer 4	Start typing and wait for suggestions...
Position of Officer 5	Advisor
Select Officer 5	Start typing and wait for suggestions...
Position of Officer 6	Officer
Select Officer 6	Start typing and wait for suggestions...
Position of Officer 7	- Select -
Select Officer 7	Start typing and wait for suggestions...
Position of Officer 8	- Select -
Select Officer 8	Start typing and wait for suggestions...
Position of Officer 9	- Select -
Select Officer 9	Start typing and wait for suggestions...
Position of Officer 10	- Select -
Select Officer 10	Start typing and wait for suggestions...

Sample: Shows how you will add an advisor for a Tier 2 application

Tier 1 requires 2 Officers.
Tier 2 Requires 4 Officers + Advisor.

We have opened the registration to include more Officers to be added. Please keep note of the requirements above as the application does **not** need to have every officer position filled on this form.



RSO New Group Registration Form

Organization Tier Level Choice

Select a Tier Level: *

☐ Tier 1

☐ Tier 2

25Live Representative Information

- 25Live is the website for RSOs to reserve on-campus spaces
- Both 25Live representatives must also be included in the Officer Section above
- **We strongly recommend one 25Live representative be the President.**

Officer to hold 25Live Access for this RSO: *

Start typing and wait for suggestions...

Officer to hold 25Live Access for this RSO: *

Start typing and wait for suggestions...

New Membership Question

Does your organization engage in a new member process where upon invitation for membership, individuals do not automatically become members of the organization and have a period of time between invitation and being initiated into membership? *

☐ Yes

☐ No

**Organizations that fall under Fraternity and Sorority Life may see different/additional Questions



RSO Re-Registration 2022-2023

RSO Group Re-Registration Form

View Tier Level Model

Tier 1 Requirements:

- Upload Edited Consitution as needed
- (2) Required Officers listed on first page (minimum)
- (2) 25Live representatives (must be listed in "Officers" section)

Tier 2 Requirements:

- Upload Edited Consitution as needed
- (4) Required Officers listed on first page (minimum)
- Required Faculty/Staff Advisor (must be listed in 'Officers' Section)
- (2) 25Live representatives (must be listed in 'Officers' section)

Scroll up and select the edit button in Group Re-Registration Details if you need to modify the Officer list. For more details, please see our [RSO Re-Registration Website](#)

*Click on the top right arrows if you need to edit information from the previous page (Officer List, etc).

Page 2

Make sure you click on Submit!



THANK YOU

....



RSO Lead Team | Student Involvement



703-993-2099



RSO@GMU.EDU



<https://si.gmu.edu/rso/>