

Matador Involvement Center Student Organization Registration

Frequently Asked Questions

- Matador Involvement Center (MIC) staff are available to assist students Monday to Friday from 8:00am to 5:00pm.
- The office is located on the first floor of the Sol Center. The office number is 122.
- The office phone number is 818-677-5111.
- The email contact for the Student Organizations team is micclubs@csun.edu

Registration Questions

1. How do I re-register a returning organization?

The registration form for returning organizations is set-up to only allow the organization President, the ability to submit a registration form. To re-register an organization, complete the following steps:

1. Go to matasync.csun.edu
2. Sign-in using your CSUN username and password
3. Under “My Organizations” select the gear icon, next to the organization image
4. Next select, “Manage Home”
5. Select the “Re-Register this Organization” button, to access the form

If you are unable to submit a re-registration form, you don't have the appropriate permission to access the re-registration form. Contact the Matador Involvement Center, for assistance at 818-677-5111 or micclubs@csun.edu.

2. Why do student organizations have to re-register every year?

Through the annual student organization registration process the MIC is able to confirm a student organization meets recognition requirements stated in [Executive Order 1068](#), and University procedures for receiving and maintaining recognition; and provide mandatory trainings.

Specifically, previously recognized student organizations must demonstrate they meet minimum membership requirements, the President and Treasurer meet eligibility requirements, and the organization has a University Advisor. Additionally, [Executive Order 1068](#) requires student organization Presidents to affirm compliance with the nondiscrimination statement every year. The MIC is also required to provide alcohol safety training on an annual basis for officers (i.e., President and Treasurer) and University Advisors. The President and Treasurer are also required to complete officer specific training each year.

3. How do I register a new student organization?

Students interested in registering a new student organization can contact the Activities Coordinator, Alyssa Herrera at alyssa.herrera@csun.edu for assistance registering a new organization.

4. Who can complete a registration form?

Only the current student organization president on file with the Matador Involvement Center can complete and submit a registration form.

5. When is the registration deadline?

The registration deadline for the 2024 to 2025 student organization registration cycle is Saturday March 1, 2025 at 11:59pm.

6. How many members are required to register a student organization?

Five currently enrolled CSUN students are needed to register a student organization and maintain University recognition.

7. How long does it take to process the registration form?

The time it takes for staff to review and finalize a registration form varies. However, you can expect to receive an initial response within five (5) to seven (7) business days. To decrease the amount of time it takes to process the registration form, please make sure all officers meet the minimum eligibility requirements, the constitution includes the correct nondiscrimination statement and all required sections; and the President, Treasurer and University Advisor complete the training in a timely manner. After the registration form has been approved, the organization's status will remain frozen in MataSync, until the President, Treasurer and University Advisor(s) accept the terms and conditions.

Although staff regularly check whether the terms and conditions have been accepted, the President can email micclubs@csun.edu to notify the Student Organizations team, when the President, Treasurer and University Advisor(s) have accepted the terms and conditions.

8. The registration form was approved, but the organization's status is still frozen in MataSync. When will the organization's status change to active?

Although the registration form was approved, the organization's status will remain frozen in MataSync, until the President, Treasurer and University Advisor(s) have accepted the terms and conditions.

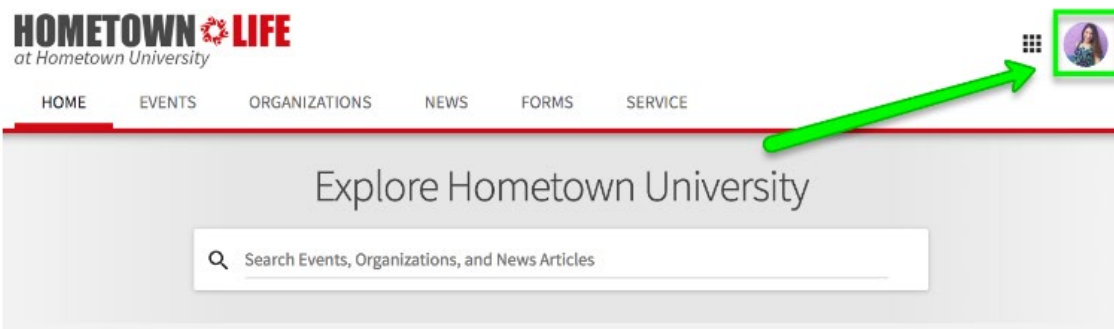
If the President, Treasurer and University Advisor(s) have accepted the terms and conditions and it has been more than **three (3) business days** since all three positions accepted the terms and conditions, email micclubs@csun.edu or call the MIC office at 818-677-5111.

9. Who is required to accept Terms and Conditions?

The President, Treasurer and University Advisor(s) are required to accept Terms and Conditions.

10. How do I accept the Terms and Conditions?

The President, Treasurer and University Advisor(s) will receive an email notification from MataSync prompting them to review and accept their position terms and conditions in MataSync. Officers and advisors can also accept terms and conditions through their MataSync user drawer.



To access your user drawer, complete the following steps:

1. Go to matasync.csun.edu
2. Sign-in using your CSUN username and password
3. Click on your initial or photo in the top right of the screen (reference provide image)
4. From the dropdown menu, select My Organizations
5. Any position under this tab with unaccepted terms will be displayed with a prompt to review the associated terms. Select the blue, Review button to read the terms and conditions.
6. After reading the terms and conditions, check the box that states, "I have read and accept these terms and conditions."
7. Then select the blue, Accept button.

NOTE: If a student or CSUN professional staff member (i.e., faculty, staff, administrator) is serving as a President, Treasurer or University Advisor for more than one student organization. They must accept term and conditions for each organization.

11. Why are terms and conditions required to register the student organization?

The terms and conditions include important information Presidents, Treasurers and University Advisors need to know related to CSU policy, procedures and requirements. Additionally [Executive Order 1068](#) requires student organization Presidents to sign a statement attesting the organization has no rules or policies that discriminate on the basis of the nondiscrimination statement. By requiring officers and advisors to accept terms and conditions, the MIC is complying with [Executive Order 1068](#), while also making sure officers and advisors are notified of their position responsibilities, CSU policy and the requirements for receiving and maintaining university recognition.

12. Can my organization participate in Meet the Clubs, if our Student Organization Registration form has not been approved?

Since Meet the Clubs and Meet the Greeks are considered recruitment activities, fraternity and sorority student organizations are required to have an approved recruitment/intake plan and student organization registration form to participate in Meet the Clubs and Meet the Greeks.

For Fall Meet the Clubs non-fraternity and sorority organizations do not have to have an approved student organization registration form on file to participate in Fall 2024 Meet the Clubs.

For Spring Meet the Clubs **all student organizations** must be recognized (i.e., have an approved student organization registration form on file) and send a representative to the Fall 2024 MIC Leadership Conference, to participate in the Spring 2025 Meet the Clubs.

Officer and University Advisor Questions

1. **What are the requirements to be a President or Treasurer?**

Student officers serving as the president or treasurer for a recognized student organization must meet the stated requirements. MIC staff will verify GPA, standing and units as part of the student organization registration process.

Requirement for Undergraduate Student Officers (i.e., President and Treasurer positions)

1. Currently matriculated at CSUN
2. Minimum 2.0 GPA each term (CSUN cumulative and previous semester)
3. Must be in good standing (not on academic, disciplinary, or administrative probation)
4. Must earn six semester units per term while holding office
5. Allowed to earn a maximum of 150 semester units or 125 percent of units required for specific degree

Requirement for Graduate Student Officers (i.e., President and Treasurer positions)

1. Currently matriculated at CSUN
2. Minimum 2.0 GPA each term (CSUN cumulative and previous semester)
3. Must be in good standing (not on academic, disciplinary, or administrative probation)
4. Must earn three semester units per term while holding office
5. Allowed to earn a maximum of 50 semester units or 167 percent of units required for specific degree

2. **If my cumulative GPA is at least a 2.0, but my semester GPA is lower than a 2.0, can I serve as the President or Treasurer?**

No. In order to serve as the President or Treasurer, your previous semester (i.e., fall or spring) GPA must be at least a 2.0 and your cumulative GPA must be at least a 2.0. Summer term GPAs are not used to determine eligibility.

3. **I'm the new president, but I don't have access to submit the registration form. How can I get access to the registration form?**

Submit the [2024 to 2025 Officer Change](#) form to request access. MIC staff will conduct an enrollment and GPA verification to confirm your eligibility. If approved you will be added to the organization's MataSync Roster as the President, which will give you access to submit the registration form.

4. I was elected to be the president (or treasurer), but I don't meet the GPA and unit eligibility requirements. Is there an exception to the requirement?

The eligibility requirements are based on [Executive Order 1068](#). There are no exceptions to the CSU policy. The organization must identify a new president or treasurer, when a student does not meet the minimum eligibility requirements.

5. Can I serve as the president and treasurer for the same student organization?

No. Students CANNOT serve as the President and Treasurer for the same organization. However, a student can serve as the President or Treasurer for more than one organization.

6. Are organizations allowed to have co-presidents?

While an organization may have co-presidents, the Matador Involvement Center will only acknowledge one (1) student as the organization's president.

7. Who can serve as a University Advisor?

A University Advisor is a faculty member or professional staff member who is an employee of CSUN or one of its auxiliaries (i.e., University Student Union, Associated Students, The University Corporation).

8. Can an organization have more than one (1) University Advisor?

Yes, with a few exceptions.

The number of designated University Advisors for all sport clubs, Gamma Sigma Alpha, Order of Omega, Interfraternity Council (IFC), Panhellenic Council (PHC), National PanHellenic Council (NPHC), Independent Greek Council (IGC) and United Sorority and Fraternity Council (USFC) have been pre-determined and cannot be changed by organizations. Additionally, the number of University Advisors allowed for a University sponsored student organization affiliated with a national scholastic honor society will be determined by the sponsoring advisor or department.

All other recognized student organizations can choose to have more than one (1) University Advisor. When an organization has multiple University Advisors, all University Advisors must complete the required trainings and accept the terms and conditions.

9. Can the organization select any CSUN faculty member or professional staff member to serve as a University Advisor?

Yes, with a few exceptions.

All sport clubs are required to list the AS Sport Clubs Manager, Dustin Norton as the University Advisor.

The University Advisors for fraternity and sorority councils (i.e., Panhellenic Council, Interfraternity Council, United Sorority and Fraternity Council, National PanHellenic Council, and Independent Greek Council), as well as Alpha Sigma Gamma and Order of Omega are the

Matador Involvement Center, Activities Coordinators for Fraternity and Sorority Life and cannot be changed.

Note: As stated in [Executive Order 1068](#), the Vice President of Student Affairs or designee may remove an advisor from their student organization-related responsibilities as needed to ensure that the educational purpose of student organizations is met, or in the interests of student health, safety and welfare.

10. Can the MIC help the organization find a University Advisor?

Yes. If you need help finding a University Advisor, email micclubs@csun.edu for assistance.

11. The University Advisor is on Sabbatical. Does the organization need to identify a new University Advisor?

Yes. If the University Advisor is on sabbatical or a leave of absence of work, the organization must identify a new University Advisor. After the former University Advisor returns to work on campus, they can be re-assigned as the University Advisor.

Training Requirements

1. What trainings are required for officers to complete?

The President and Treasurer are required to complete the Officer Orientation and the alcohol safety training annually (i.e., every year).

2. What trainings are required for the University Advisor to complete?

The University Advisor is required to complete the alcohol safety training annually (i.e., every year).

3. If the President, Treasurer or University Advisor completed the training last year, do they have to complete it again this year?

Yes. The required trainings must be completed every year as part of the registration process.

4. How do I access the training?

After MIC staff have confirmed the President and Treasurer meet the eligibility requirements and the organization's constitution includes the required nondiscrimination statement and other required language. Staff will add the President and Treasurer to the Officer Orientation course. Officers will receive an email notification to their CSUN student email address.

A separate email notification will be sent to the President, Treasurer and University Advisor to complete the alcohol safety training.

5. How long does it take to complete each training?

The Officer Orientation, is a self-paced online Canvas course, that will take 60 to 75 minutes to complete.

The alcohol safety training, Decisions: Alcohol and Other Drugs, is a self-paced online course, that will take 90 minutes to complete.

Officers and Advisors that *completed* the Decisions: Alcohol Awareness and Education training during the 23 to 24 academic year, can take Decisions: Alcohol and Other Drug (Level 2) course beginning August 1, 2024. The Level 2 course is 30 minutes.

If the President, Treasurer and/or Advisor does not want to wait until August 1st to take the Level 2 course, they can choose to take the comprehensive 90 minute training instead.

6. After completing the training do I need to send my certificate of completion to the MIC?

No. Staff regularly check the training completion report to verify whether an officer or University Advisor has completed the training.

7. The president and treasurer completed the training, but the University Advisor has not completed the training. What will happen if the University Advisor does not complete the training?

The organization's registration application will not be approved until the University Advisor(s) completes the required alcohol safety training.

8. Why is there a training requirement?

[Executive Order 1068](#) requires the University to provide orientation programs for advisors and officers that outline policies, expectations, and information on alcohol use/abuse. Additionally, [Executive Order 1068](#), states, "campuses shall establish and publish procedures for formal chartering and recognition of student organizations". Completing the alcohol safety training and the Officer Orientation is required as part of the formal chartering and recognition process for student organizations.