

New Student Organization “How-To” Guide

Check for Duplications!!



Carefully review the list of all Registered Student Organizations (R.S.O.) Southern University currently has and make sure that there isn't established organization of your interest that would cause duplication. If in doubt, feel free to ask for help!

Organize!!



Once you've verified that Southern University doesn't already have the organization you are interested in, fill out the “Intent to Organize Worksheet”. This worksheet will help walk you through the first steps of starting your organization.

Now Apply!!



After you complete the “Intent to Organize Worksheet”, you are ready to apply to start your new organization. Your next step is to complete the New Student Organization Application and turn it in to the Coordinator for Student Organizations along with your Intent to Organize Worksheet.

Application Review!!



Upon receipt of your completed application and worksheet, the Coordinator for Student Organizations will schedule a meeting to review your application. Application processing time is 10 business days. For more information please contact: Ja'el Gordon, Coordinator for Student Organizations at 225-771-2256 or jael_gordon@subr.edu