Q. When can I register?
If you’re a new group, you can register at any time using the New Group registration form. If you are a returning group, you’ll be registering according to your election month. As per the new UAPPOL Student Group Procedure, student groups will be required to submit their registration by the end of the month following their election month. For example, if your election is in March you have until April 30th to submit your registration on BearsDen. SGS will be sending direct communication to groups by their election months to inform groups about the new process.

Q. My group wasn’t registered “officially” last year – what do I do?
In short – send SGS an email and we can assign you the registration form based on your election month. If you weren’t registered for the 2013-14 year either, you will likely have to fill out a Reactivation form – talk to us to determine if this applies to you.

Q. Why should I register?
When you register, you’ll be an official student group of the University of Alberta. This entitles you to insurance coverage, room bookings on campus, granting opportunities and much more. Details of the benefits can be found on our website under Student Group Perks.

Q. What happens if I miss the registration deadline?
If you miss your registration deadline, unfortunately your group’s page on BearsDen will be frozen, and you will not be considered an active group on campus. This will prevent you from attending Clubs Fair, booking rooms on campus and holding events as a student group. If you miss the deadline, contact SGS for help on how to register.

Q. How long will it take my group to be approved?
During peak times, we ask for two weeks from date of submission for the first review. After the first review, the quality of your application and the speed at which you make any necessary changes determines how long it takes to be approved. Please keep in mind that during April, May and June wait times may be longer due to the larger volume of groups holding elections during this timeframe.

Q. What do the differing levels of registration mean?
All student groups are registered with the University of Alberta, but groups can choose to also register with the Students’ Union and Graduate Students’ Association. These organizations offer benefits to student groups who meet certain requirements about membership and purpose. You can read more about that on our Registration Requirements page on our website. This recognition requires no extra work on your part. As well, if you find that you meet the requirements for a different registration level later in your operational year, you can contact SGS and we can look at changing your level of registration.
Q. Why do you need our executive’s information? How should we make our executive roster?
Based on changes to the UAPPOL Student Group Procedure, student group executives must be entirely made up of current University of Alberta students. The executive roster allows us to ensure that this requirement is met, and also allows us to input your executive’s leadership experience in the Co-Curricular Record. We’ve made a template that contains all of the information we require – please use it!

Q. My group doesn’t have an executive that is 100% students this year, what now?
Talk to SGS! While we allowed this for the 2014-15 registration year, it is now an expectation that all student group executives are University of Alberta students. SGS can help you with the next steps so that your group can meet this requirement.

Q. How do we open a group bank account if we don’t have one already?
After you submit your application and SGS has a chance to review it, we will draft you a letter to take to the bank that states that you are a University of Alberta Student Group, and lists the appropriate signing authorities. You will then make an appointment with your bank to set up the account, and all listed signing authorities need to be present. Once your bank account is set up, SGS will need the information before you are approved.

Q. Help! I am really struggling with my group’s constitution.
Fear no more! SGS has created a ton of resources to help you walk through this process – check out the Resources and Downloads page for more info!

Q. What’s the difference between the types of constitutions that SGS has listed?
Your group can choose SGS’ default constitution, which covers all of the governance issues that we require. If you chose this option, your group will be approved faster but you’ll be expected to follow all of the procedures outlined in the constitution. If you want more control over your group’s operations, you can choose the template constitution. This is an outline of all of the requirements of a constitution, with room for your own input. You’re also still more than able to upload your own constitution, as long as it outlines everything listed in the constitution handbook on our website.

Q. What is the deal with the new constitution?
Student Group Services aims to make the registration process and constitution review process an efficient and effective one. Starting in 2015, student group constitutions will be reviewed and approved on a three year cycle according to your election month:
- Cycle A (2015): January, April, July, October
- Cycle B (2016): February, May, August, November
- Cycle C (2017): March, June, September, December
Q. What does this mean for my group?
SGS will not be requesting changes from your group each year, unless it is the year of your group’s constitution review cycle. Your group will still be required to upload your constitution each year to be kept on file, and you will still able to make changes as necessary, although they will not officially be approved in-between review years.

Q. What if my group wants to change our constitution in between review years?
Groups may choose to alter their constitution annually and it must still comply with the Constitution Requirements. Should an issue arise where a constitution must be consulted and the current constitution does not fulfill requirements, the relevant regulations of the highest legislative body take precedence. Please see the Student Group Procedure for more details.

Q. We’ve been approved, so now what?
You’re now an official group, congrats! You should familiarize yourself with all of the policies that apply to you now – check our website for more details. You’ll also have to attend president and treasurer training within three to six months of your elections. You can sign up on our Registration – Training page of our website. Be sure to read through our website as well so you are familiar with everything SGS has to offer, and if you have any questions please send us an email!