



## ■ Registration FAQ

### 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. You can check your group's election month and deadline to register through the Student Group Registration Status Tracking sheet, on our website under "[Student Group Registration](#)".

### Q. My group wasn't registered "officially" last year – what do I do?

In short – send SGS an email and we will assign you as the Primary contact on the BearsDen page, which will allow you to fill out a re-registration application form for the group.

### 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.



# STUDENT GROUP SERVICES

## 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 website under "[Student Group Registration](#)".

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?

As per 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 us to double-check who's an Executive later on in the year. You'll have to upload the roster with the [template](#) we provide.

## 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.

To send a request to SGS for this verification letter, first sign into [BearsDen](#). Then, search up "Student Group Services". Under "Forms", you will find the "Student Group Verification Letter Request". The letter will take between 2-3 business days to be printed and ready for pick up.

## 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 the Constitution Handbook, Checklist, and a default Graduate Students Association constitution.

## 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. Since 2015, student group constitutions are 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



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## 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 be 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 under ["Resources and Downloads"](#) for more details. You'll also have to complete Executive and treasurer training within two months of your elections. You can sign up on our website under ["Executive Training"](#).

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!