As important elements in the co-curricular options offered at Elizabeth City State University (ECSU), student organizations offer group members opportunities to enhance, explore, apply, practice, and integrate knowledge and skills gained through the pursuit of academic study. The Office of Student Engagement and Leadership administers the University's policies requiring registrations for all student organizations. Student organizations remain valid through the academic year. All registration forms and information are available online via Viking Connect.

Registered student organizations are private, voluntary associations and are not official components of ECSU. Registration allows student organizations to enjoy basic privileges granted by the institutions when the organization meets the minimum standards for registered status. Registration does not imply University approval of the organization or the activities of the organization. Elizabeth City State University, Division of Student Affairs and the Office of Student Engagement and Leadership in no way accept liability for the actions of registered student organizations. More information about the policies and procedures related to registered organizations is available in the ECSU Student Handbook.

Benefits of Registration

1. Use of University facilities including Walter N. and Henrietta B. Ridley Student Center, Williams Hall Gymnasium, and Bowling & Game Center meeting rooms at no cost.
2. Sponsorship of events, on-campus solicitation, and fundraising activities.
3. Obtain a portal in Viking Connect, which also serves as a historical documentation vehicle for organization history.
4. Eligibility to apply for organization funding, when available.
5. Eligibility to register on-campus events utilizing the event calendar in Viking Connect.
6. Opportunity to participate in the Fall & Spring Club & Organization Fair.
7. Access to Viking Connect online organization management system and inclusion in the Student Club & Organization Directory.
8. Access to consultation with the Office of Student Engagement and Leadership professional staff on organizational issues (e.g. conflict resolution, retreats, officer transition, etc.)
9. Free advertising of programs/activities in the Walter N. and Henrietta B. Ridley Student Center in approved locations and other campus locations where applicable (e.g., chalking, bulletin boards, etc.).
10. Opportunity for recognition through Viking Spirit Awards
11. Access to grant opportunities when available.
Submission Period
During the submission period, new applications and renewals are reviewed as they are received. Typically, all organizations approved during this timeframe will begin their official provisional status at the start of the next semester. Once the submissions period has closed, applications will not be reviewed until next submission period. Any application submitted after this time will be eligible for approval during the next submission period.

- **Fall Recognition Submissions Period**: Fourth Monday of March – First Friday of September
- **Spring Recognition Submissions Period**: First Monday of November – Second Monday of February

Steps for Successful Submission!

1. **Download Involvio App from you App Store.**

2. **Documents** – Your submission will require you to attach your updated constitution, by-laws and membership roster. Then download the files to the mobile device that you will use to complete the registration.

3. **Administrative Rights** – Registering an organization requires administrative rights. Make sure that the person responsible for completing the registration/renewal has downloaded Viking Connect (Involvio). As a default, anyone listed as president, vice president, treasurer, advisor or administrator can complete the renewal for the organization when the renewal window is active.

4. **Advisor Role** – Ensure your current advisor is a full-time ECSU employee and agrees to continue serving in this capacity for the academic year. If the advisor will not be returning to this role for the organization, you must identify a new advisor. You will officially change out advisors during the registration process. Your advisor must have downloaded Viking Connect (Involvio) and logged in to be listed on your registration form. If you cannot add the advisor minimum required, you will not be able to submit. Advisors who are not ECSU employees can choose the public guest option when logging in.

5. **Online Application for Registration via Viking Connect (Involvio)** - In the online application via Viking Connect, you will be responsible for having the following items listed below:
   a. **Full Membership Roster** – You will need the email addresses of your full membership roster, which should total at least 10 ECSU student members, as they will need to be uploaded on the roster section of the application (ECSU email addresses @students.ecsu.edu)
   b. **Officer List** – You must have a designated unique student to serve as President, Vice-President, Treasurer, and Advisor (ECSU full-time employee). You will need the contact information of each of these individuals to include name, cell number, ECSU email address,
and position. You will also need your Advisor’s campus office location, office phone number, position/title in addition to other details requested.

c. Constitution & Bylaws – You will need to submit your most current organization constitution and bylaws that meets the required guidelines outlined in “How to Write Your Organizations Constitution & Bylaws Guide”.

Once your submission is reviewed, you will receive email confirmation from the Office of Student Engagement & Leadership regarding next steps.

How to Register Online via Viking Connect! (Involvio)

On the Campus tab, tap the Groups icon in the resource section.

In the upper righthand corner of this screen, you will see the “Add Groups” icon. Tap this to begin the registration process.

If there are any specific group registration instructions provided by an institution administrator, they will appear as the first screen of this process. Tap Next to continue.
After submitting all required information, you may be asked to submit a survey as the final step of the registration process. Please answer all required questions and tap “Submit for Approval.”

Enter all required information, including a group picture, group name and group description. You will also need to choose a department, which will determine the rest of the registration process.

Depending on the department you choose, different numbers of Officers and Advisors will be required. You will not be able to continue until you’ve invited the minimum number of officers and advisors.

Once you’ve submitted all required information and the survey, if applicable, your submission will be sent to the app administrator for approval. Once approved, you will be contacted by your app administrator.