

## Humanities & Social Sciences (H&SS) Registration Checklist:

**\*Please have all of the requested materials from steps 2 to 5 (6 if new to the council) stapled and inside a manila envelope with club name on the front. The deadline to submit packets is Friday, September 14th at 10:00 am. Once the registration deadline closes, clubs must wait until the Spring semester to register.**

### Returning Organizations

Step 1: Make sure you are registered through Student Life and Leadership (SLL).

Step 2: Online Registration Form (H&SS ICC)

<https://docs.google.com/spreadsheets/d/1CezEtMK-5n2yJ3JApJKrEssHzM2agjHfIphJZq3Psc0>

\*Please fill out each column (Club, ICC Rep, Advisor, Department Chair) including Phone #. This information is only made available to the ICC and will not be shared, sold or distributed outside of this council. Phone # is only to be used in case of emergencies.

Step 3: Screenshot of student schedule with campus wide identification (CWID) number for each Representative

Step 4: Letter of support from organizations advisor and department chair that includes students CWID and that they are in good academic standing (may all be on one page)

Step 5: Club roster showing that at least 50% of your members are H&SS (alternatively you may request a letter from your advisor that states your membership is 50% H&SS)

### New Organizations

Step 1: Make sure you are registered through Student Life and Leadership (SLL).

Step 2: Online Registration Form (H&SS ICC)

<https://docs.google.com/spreadsheets/d/1CezEtMK-5n2yJ3JApJKrEssHzM2agjHfIphJZq3Psc0>

\*Please fill out each column (Club, ICC Rep, Advisor, Department Chair) including Phone #. This information is only made available to the ICC and will not be shared, sold or distributed outside of this council. Phone # is only to be used in case of emergencies.

Step 3: Screenshot of student schedule with campus wide identification (CWID) number for each Representative

Step 4: Letter of support from organizations advisor and department chair that includes students CWID and that they are in good academic standing (may all be on one page)

Step 5: Write a 1/2 - 1 page write up about how you will uphold our college's values and what you will contribute to the council. (Will be presented during first 2 meetings of the semester)

Step 6: Club roster showing that at least 50% of your members are H&SS (alternatively you may request a letter from your advisor that states your membership is 50% H&SS)