

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

**\*Please have all of the requested materials from steps 3 to 6 in hand ready to turn in by Friday, February 8th. Once the registration deadline closes, clubs must wait until the Fall semester to register.**

### **Returning Clubs/Organizations**

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

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

[https://docs.google.com/spreadsheets/d/1bIYatKruz1P46mKpy0wyyOCKpbQyqYOKfw6xT\\_0EI8I/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1bIYatKruz1P46mKpy0wyyOCKpbQyqYOKfw6xT_0EI8I/edit?usp=sharing)

\*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, MUST be printed on official CSUF letterhead and include a wet signature)

### **New Organizations**

Complete Steps 1-5.

Step 6: Write up a brief ½ - 1-page explanation as to why you would like to sit on the council and how you will contribute to the value of Humanities and social sciences (This will later be presented to the council, and new memberships will be voted on February 8th)