



2025-2026 Registration Packet

Collegewide Student Life

Paperwork Deadlines:

Contact your home campus Student Life office

To be considered for any level of funding or support from the Student Life Office, student organizations must be registered and in good standing. To become and maintain registered student organization status, organizations must meet all the requirements below.

Requirements for Student Organizations

- Have a minimum of 5 members who are each taking a minimum of 6 credits at the home campus and each member must have at least a 2.0 GPA.
- Advisors must be full-time faculty or staff members of MDC.
- Host a minimum of two on campus activities per semester.
- All Organizations must have two representatives to table at Student Organization Rush each semester.
- All Organizations must have two representatives to attend the Student Life Leadership Series.
- Each organization must have a minimum of 4 monthly (one per month) member meetings per semester (Fall and Spring).
- All Organizations must have a minimum of one representative from their executive board attend each Council of Student Organization Meeting.
- All Organizations need one representative to submit their Monthly Organization Report.
- All Organizations must have their members complete the necessary number of points in the Civic Action Scorecard.

- Complete a minimum of 20 community service per semester. This must be an iCED approved activity with proper documentation. Must be uploaded to iCED ChangeMaker



Hub: <https://www.iceserv.org/ced/ced-changemaker>

RSO Requirements

All organizations must have a constitution and utilize the Student Life constitution template.

- **SharkNet**

SharkNet must be up to date with:

- Constitution
- Current Executive board
- Current Advisor
- Current members
- Meetings
- Events

- **Council of Student Organization**

- Council of Student Organization (CSO) meetings are held during both Fall and Spring semester. The purpose of CSO meetings is to assist in planning, operations, and policy compliance of the student organizations. At least one officer from each organization must attend every CSO meeting. If an officer cannot attend a certain meeting, they must email the appointed Student Life representative

Please note that meetings will be held in person.

- **Leadership Development**

- A minimum of two members of each organization must attend a Student Life Leadership Series event. It is the responsibility of the attending members to ensure that at least one of them informs the SL representative of their attendance.

Student Life Representative Info

- North Campus: nstudentlife@mdc.edu
- Kendall Campus: kstudentlife@mdc.edu
- Wolfson Campus: wstudentlife@mdc.edu
- Medical Campus: mstudentlife@mdc.edu
- Homestead Campus: hstudentlife@mdc.edu
- Padron Campus: pstudentlife@mdc.edu
- Hialeah Campus: hialeahstudentlife@mdc.edu
- West Campus: studentlifewest@mdc.edu
- Collegewide: studentlife@mdc.edu

- **Service Hours**
 - Each student organization must register a minimum of 20 hours of community service with iCED per semester. Hours must be submitted by the end of the semester to be counted.
- **Monthly Meeting (Fall and Spring)**
 - Each organization must have a minimum of 1 scheduled meeting per month to maintain its active status. To make a total of 4 per semester. Reach out to your respective campus so they can assist you with scheduling your in-person meeting space.
- **Events/Activities**
 - All organization activities, on and off campus, must be registered as an event through SharkNet, at least TWO WEEKS prior to the event. This includes meetings, fundraisers, community service, practices, etc.
- **Monthly Organization Report**
 - Each organization must submit a monthly report before each Council of Student Organization Meeting that includes all meeting dates, meeting sign in sheets, events, any event sign in sheet, for the prior month.
- **Funding**
 - Existing and newly formed active organizations in good standing may be eligible to receive funding. To utilize these funds, everything must be requested through SharkNet, and completed 2 weeks in advance of purchase. After approval, if Student Life is unable to accommodate the purchase based on SharkNet Request Form, the advisor may make the purchase, with Student Life approval. Advisors should then complete an Expense Report on MDConnect. *Reimbursements will not be issued to students.*
- **Additional Funding**
 - Additional funding can be requested for Registered Student Organizations who go above and beyond for their campus and surrounding community.

- **Travel**

- The information below is standard travel and funding for travel information.
- Travel procedures have been streamlined college wide to the best of our ability. The completed packet must be submitted at least 8 weeks prior to the travel date, allowing for a 5-week review and approval process. Please note that a COMPLETED packet includes signatures from Traveler, Traveler Supervisor, Academic Dean if applicable, Student Life Director, Student Services Dean, and Campus President.
- Advisors will be responsible for submitting all invoices for payment and for Cash Advance and Expense Report submissions.

- **Funding for Travel:**

- Please note that travel funding is granted on a prioritized first come basis. The travel committee reviews all requests to travel and may request an in-person presentation from the group. The department of Student Life and/or travel committee reserve the right to deny any funding request including travel requests by organizations who have not met the Student Life requirements to maintain good standing. RSOs are required to raise a percentage of travel cost through fund raising or other sources. *

Organization Name: _____

Organization President Acknowledgement of Requirements

By signing this document, you are acknowledging that you have:

(President Initials) _____ Uploaded your Constitution utilizing the Constitution Template.

(President Initials) _____ Updated SharkNet with your current information and roster.

(President Initials) _____ Agree to meet the CSO Meeting requirement.

(President Initials) _____ Agree to meet the Student Organization Rush requirement.

(President Initials) _____ Agree to meet the a minimum of 20-hour Service Hour requirement.

Logged by the last month of the semester to Iced Changemaking Hub

(President Initials) _____ Agree to meet the Leadership Development requirement.

(President Initials) _____ Agree to meet the Monthly Meeting requirement.

(President Initials) _____ Agree to meet the Monthly Report requirement due each month.

(President Initials) _____ Agree to not make any purchases on behalf of the Organization.

(President Initials) _____ Agree to meet Civic Action Scorecard Requirement.

Any violation of the terms listed above, or violation of Miami Dade College policies may result in your Organization being deactivated. If deactivated, you will lose any reservations that were scheduled for the remainder of the semester, including meeting rooms, table/chair reservations, event room registrations, travel registration, etc.

President Name _____ President MD ID Number _____

President Email _____ Phone Number _____

President Signature _____

Advisor Acknowledgement

By signing this document, you are acknowledging that you have:

(Advisor Initials) _____ Updated SharkNet with your current information

Advisor must be listed on SharkNet

(Advisor Initials) _____ Agree to not make any purchases on behalf of your organization without prior approval.

(Advisor Initials) _____ Agree to hold student members to all MDC Policies and Procedures.

(Advisor Initials) _____ Agree to assist student members in retaining active status through meeting all Student Life requirements listed above.

Advisor Name _____ Advisor Signature _____

Advisor Email _____ Phone Number _____