

Welcome to the RSO Advisor Network (RAN) Newsletter!

Each month you will receive information about Registered Student Organization requirements, tips and tricks from the Center for Student Involvement, resources for your student organizations to use, as well as information to aid you in being a great advisor.

## IN THIS EDITION....AUGUST 2018

- ⇒ Weeks of Welcome 2018
- ⇒ RSO Resources
- ⇒ RAN Roundtable—Fall 2018
- ⇒ Organization Registration
- ⇒ Get Involved Access
  - ◊ Roster
- ⇒ Advisor's Corner: What's My Role?

## WEEKS OF WELCOME 2018—INVOLVEMENT OPPORTUNITIES

### WEEKS OF WELCOME

Start your year with exciting events!

**AUG. 16 - SEPT. 2**



Full schedule of events available at [www.uh.edu/wow](http://www.uh.edu/wow)

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## RSO RESOURCES

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## SOLAR



STUDENT ORGANIZATION LEADERSHIP AND ADVANCEMENT RETREAT

The retreat will provide understanding of students' personal strengths, talents, and show students how to apply what they have learned in a personal and professional environment.

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All registered student organizations are eligible for up to **five (5)** 11x17 posters or **one (1)** 24x60 banner per semester **FREE OF CHARGE**.

Available Items in the Resource Room:

- Markers
- Glue Sticks
- Scissors
- Heavy Duty Stapler
- Paper Cutter
- Hole Puncher
- Colored Pencils
- Construction Paper
- iMac
- Laminator
- Poster Printer

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For more information, students can contact [cia@uh.edu](mailto:cia@uh.edu).

## FALL 2018 RAN ROUNDTABLE



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**Lunch will be Provided!**

If you are interested in attending please complete the form below by **September 5th at noon** to register for the event and let us know of any dietary restrictions.

[RAN Roundtable Registration](#)

## ORGANIZATION REGISTRATION

Organization Registration began in April 2018 for the 2018-2019 academic school year, but organizations still have time to get registered! All student organizations that are interested in returning as an organization this academic year will need to complete the registration process.

Organizations that do not fully complete their registration process by **12 noon on August 24**, will lose all privileges of an RSO, effective September 1, 2018. *This will include, but not limited to, the release of all reservations made through the Student Centers (CARS), access to funding through Activities Funding Board, resource room supplies, etc.*

Organizations that do not fully complete their registration process by **12 noon on September 28**, will be made inactive on Get Involved.

The registration process requires organizations to complete four components:

### ⇒ Organization Orientation

In this session, we will discuss all of the registration requirements for organizations, applicable policies and procedures, navigating Get Involved, event registration, and resources for RSOs across campus.

### ⇒ Online Risk Management

Per State of Texas House Bill 2639/Senate Bill 1138, enacted by the 80th Texas Legislature, all registered student organizations at the University of Houston must complete an annual Risk Management Education program. Our online program provides students with information about alcohol and drug use and prevention, sexual harassment and sexual assault prevention and response, fire and fire arm safety, food safety, and services for students with disabilities.

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### ⇒ Exploring Diversity

Exploring Diversity is a session that adds value to the University of Houston by helping to ensure that students in RSOs are able to engage and work within our diverse university setting. Through Exploring Diversity, students are also able to identify ways to create a more inclusive campus environment through themselves and their student organizations.

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**Dates for Registration sessions for the 2018-2019 registration period are currently listed on the [CSI Website](#).**

## GET INVOLVED: ROSTERS

**The Roster tool within Get Involved allows you to help manage the organizations you advise with ease and efficiency!**

When you land on the organization's site, scroll down to see the organization's Roster. The roster will show you a list of all the organization's members (who have selected to be viewable). The primary contact is the person designated to be the main point of contact for the organization. If you need to send a message to your primary contact, you can click the **Contact** button at the top of the organization page.

As a Roster Manager you have access to Messaging, Managing Positions, and Managing the Roster. You can access the Roster features by pressing "Manage Organization", and then selecting Roster from the left navigation menu.

### Messaging

As a Roster Manager, you have the ability to send messages to your organizations members. Click **Messaging** at the top of the Roster page to create a message relay. Relays allow you to create a temporary email address to send a message to only certain members based on the positions they hold.

### Managing Positions

As an advisor of an organization you have the ability to create Positions specific to the organization. Click on **Manage Positions** in the Roster tool to explore this toolset.

### Managing the Roster

As an advisor of an organization you also have the ability to manage who is on the organization roster and the different roles they hold. The **"Current"** tab lists all current members of the organization. The "pencil" next to each name allows you to edit the user's position. **"Pending"** shows a list of users who have been sent an invitation to the organization but have not yet accepted, you have the option to resend or delete the invitation. **"Prospective"** shows a list of users who have requested to join the organization and require an Approval or Denial of their request to join.

*Adapted from Campus Labs Engage Support*

## ADVISORS CORNER: WHAT'S MY ROLE?

Often times when individuals sign on to become an advisor, they do so because they enjoy spending time with students and seeing them get involved. However, research shows that only 47.5% of advisors feel somewhat prepared to advise students when they first commit to an advising role (DeSawal, 2007). This has led us to share the below information on the advisor's role and responsibility to the student organizations they advise and the students they serve.

### ADVISOR'S ROLE AND RESPONSIBILITY TO THE GROUP

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for education and personal development.
- Help the organization justify its expenditures of the students' time, abilities, energy and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance at meetings and/or frequent meetings with student officers.
- Be familiar with the history of the organization.
- Assist the group in maintaining updated information on Get Involved so the Center for Student Involvement has the most accurate information (top three officers, primary contact information, constitution, etc.)
- Be aware of the University policies and the Student Code of Conduct.
- Attend organizational meetings and functions as often as possible.
- Provide suggestions and constructive feedback regarding the operation of the organization.

### ADVISOR'S RESPONSIBILITY TO STUDENTS

- Seek to assist students in maintaining a balance between inside- and outside-the-classroom activities.
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward those goals.
- Encourage each individual to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision-making.

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