

OSLA | Collegiate Link FAQ

What is Collegiate Link?

Collegiate Link (CL) is our new process for student involvement management, co-curricular transcripts, and student organization budgeting.

Who needs to use Collegiate Link?

All student clubs and organizations will need to use CL in order to be **registered with** the university as a student group. This includes fraternities and sororities, sports clubs, academic and graduate student organizations.

Students wishing to join a club or organization can send a request through CL.

Do I still need to give my information to the Student Government Association (SGA)?

There are several steps in the process. First, you will need to be **registered** with the university through CL. This ensures that the Office of Student Leadership and Activities, Recreation and Intramural Sports and the Multicultural and International Students Programs office has up to date information and has a method of communication with all groups. This also allows you to take advantage of the following services:

- access to your club office
- review and approval of fliers and banners
- request student center atrium table
- review and approval of room reservations on campus

Secondly you will give all required information about your group to SGA in order to be **recognized** by SGA and receive funding when applicable. (Note that SGA only funds undergraduate groups)

What is the difference between being recognized and registered?

Recognition by Student Government Association is only for undergraduate groups that fall in to the auspices of Student Government. Registration is for **all** Hofstra University student organizations; graduate and undergraduate, fraternal and non-funded organizations.

What type of information do I need to submit when I am registering in CL?

Please make sure you have ALL of the following information ready before you begin the registration process.

- Names of your President, Vice President and Treasurer
- Hofstra ID numbers (700 numbers) of all three members listed above
- Name, phone number and email of your Advisor
- Email addresses of all members listed above.
- A electronic copy of your organization's constitution (PDF or MS Word document)

Still have questions about Collegiate Link? Contact the Office of Student Leadership and Activities at osla@hofstra.edu

How To Use Collegiate Link

Remember to register your club or organization today!

Deadline date October 15th, 2010.

To register (Student):

1. Log into the Portal
2. Click on 'MY APPS' icon
3. Then Click on 'COLLEGIATE LINK'
4. Follow the steps for registration

To register your Club or Organization:

1. Register yourself as a student
2. Click 'Organizations' (2nd on top list next to 'Home' tab)
3. Look for 'Register a New Organization' (Left column)
4. Click 'Register'
5. Follow the steps for registration

As you begin to register your club the system automatically saves your information. In the event you have to exit the page prior to completing the club registration, do the following to access and continue:

1. On the Home page click 'My Involvement' (4th on top next to 'Home' tab)
2. Look for 'My Submissions' (Left column) and click
3. Click 'Organization Registrations' (3rd tab)
4. Click 'View' on the relevant club or organization
5. Edit accordingly

REGISTER TODAY! It's Fast! It's Easy. And It's Required!

For more information: Call (516)463-6914 or email OSLA@Hofstra.edu