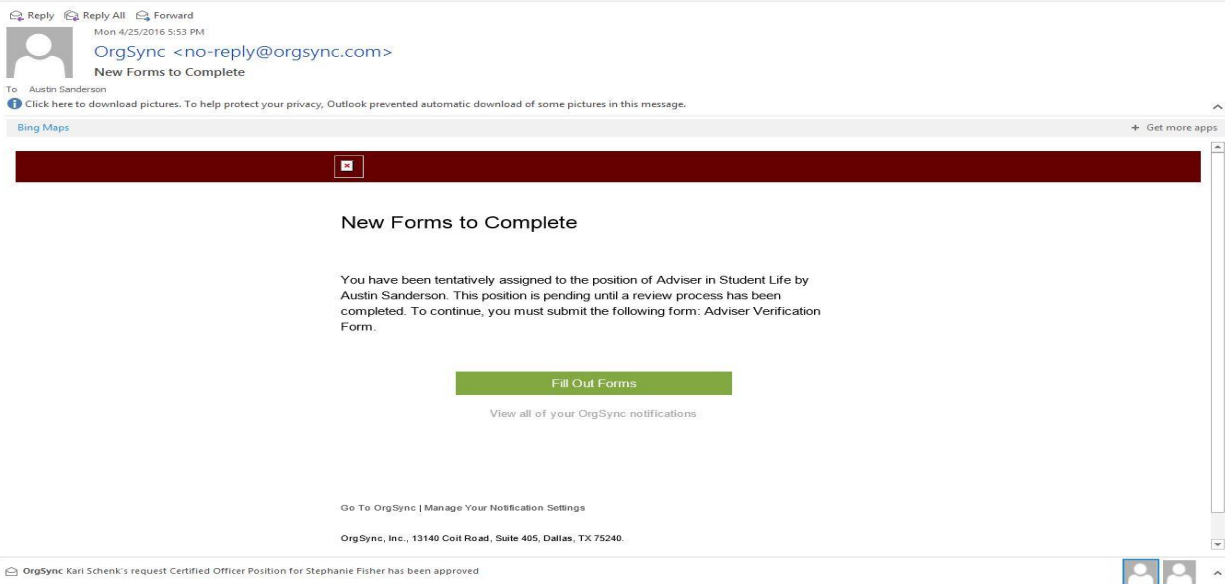
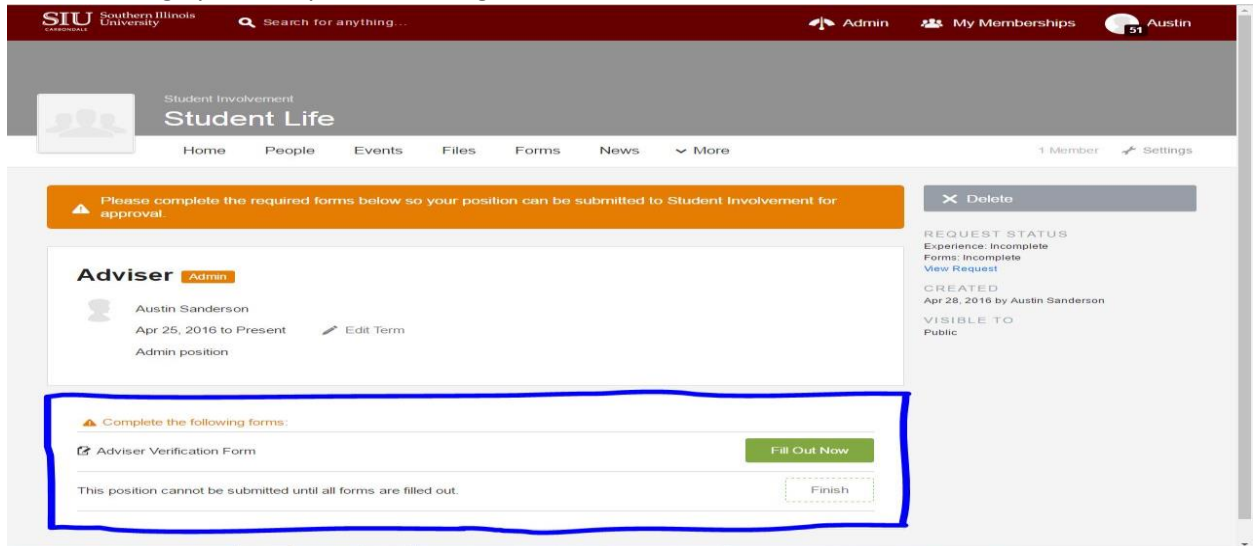


1. Check your primary and clutter siu.edu inboxes for an email from Org'Sync with the subject "New Forms to Complete". Click on the green "Fill Out Forms" button.



2. When the Org'Sync link opens click the green "Fill Out Now" button



3. Fill Out Adviser Verification Form.

The screenshot shows the top portion of a web form titled "Adviser Verification Form". At the top, there is a dark red navigation bar with the SIU Carbondale logo, a search bar, and links for "Admin" and "My Memberships". The page number "52" and the name "Austin" are also visible. Below the navigation bar, the form title "Adviser Verification Form" is centered. The main content area is labeled "Page 1".

**Name of Organization Requesting Verification** **REQUIRED**  
Although you may be the advisor for several RSO's on campus, please only include the name of the RSO that is requesting your approval.

**Advisor's Full Name**

**Faculty/Staff Advisor Full Time Classification** **REQUIRED**  
Per the Board of Trustees regulations for Registered Student Organizations (RSOs), an advisor must be a full-time faculty or staff member employed by SIUC. Reminder, Emeritus, GAs, and TAs are NOT eligible to be an advisor.

**Advisor Position/Title** **REQUIRED**

4. After completing the Adviser Verification Form, click the green "Continue" button.

This screenshot shows the bottom portion of the "Adviser Verification Form". It contains a paragraph of text, a "PROGRAM CONTENT" section, a list of seven points of agreement, and two "I Agree" checkboxes. At the bottom right, there are two buttons: "Save & Finish Later" and a green "Continue" button.

...continuity by alerting the group to university policies and procedures which pertain to registered student organizations, arbitrating intra-group disputes, providing advice when called upon, providing history and tradition of past groups when advisable, and helping groups be aware of the importance of good public relations for the organization and the institution.

**PROGRAM CONTENT:**  
In this area, the advisor assists the organization in complimenting the formal curricular offerings of the university. It is here that the advisor can stimulate the talents and abilities of student intellectual development while enriching campus life. Advisory activities related to this area include facilitating opportunities for the practice of classroom-acquired skills, pointing out new perspectives and directions to the group, and supplying expert knowledge and insight when needed.

I Agree

**Additionally** **REQUIRED**  
As the advisor I agree to:

1. Serve as the central contact for the RSO
2. Handle and RSO regulations/procedural problems with the University
3. Serve as the RSO Fiscal Advisor and/or Fiscal Officer, if necessary
4. To ensure that the RSO complies with Organization Responsibility Requirements
5. That I am an employed faculty or staff member at SIU Carbondale. (Emeritus, GAs, or TAs are not eligible to sign as an advisor)
6. Or that I am contracted adjunct faculty for a religious RSO
7. Per Clery Act requirements, as an advisor of an RSO you are considered a "Campus Security Authority". As such, you shall immediately report any crimes that you are made aware of to the Southern Illinois University Carbondale Police

I Agree

5. Almost Done! Click the green "Finish" button.

The screenshot shows the top navigation bar of the Southern Illinois University (SIU) website. The header includes the SIU logo, a search bar, and user options for Admin, My Memberships, and Austin. The main content area is titled "Adviser Verification Form" and contains a white box with the heading "You're Almost Done". Below the heading, there is instructional text: "To review or change any of your answers, use the 'Previous' button. To submit your form, click 'Finish.'" and "This form is **not** submitted until you press 'Finish'.". At the bottom right of the white box, there are two buttons: a grey "Previous" button and a green "Finish" button.

6. Click on the green "Finish" button.

The screenshot shows the "Student Life" page on the SIU website. The navigation bar includes "Home", "People", "Events", "Files", "Forms", "News", and "More". The main content area features a blue banner with a warning icon and the text: "Please complete the required forms below so your position can be submitted to Student Involvement for approval." Below this banner, there is a section for "Adviser" with a sub-label "Admin". The Adviser details include a profile picture, the name "Austin Sanderson", the dates "Apr 25, 2016 to Present", and the role "Admin position". A "Form" section titled "Forms accompanying this position:" lists "Adviser Verification Form" with a status of "READY TO SUBMIT" and a green "Finish" button. A note below the form list states: "This position is not submitted until you press 'Finish'.". On the right side, there is a sidebar with "REQUEST STATUS" (Experience: Incomplete, Forms: Incomplete, View Request), "CREATED" (Apr 28, 2016 by Austin Sanderson), and "VISIBLE TO" (Public). At the top right of the main content area, there are buttons for "Close Changes" and "Delete".

7. You have submitted your adviser verification form. You will receive an email when it has been approved. We try our best to approve everyone within 48 hours. It can take up to a week depending on how many other Registered Student Organizations are registering at the same time.

Student Involvement  
**Student Life**

Home People Events Files Forms News More 1 Member Settings

**Pending approval by Student Involvement** View position request details Reopen for Changes Delete

**Adviser** Admin

Austin Sanderson  
Apr 25, 2016 to Present  
Admin position

REQUEST STATUS  
Experience: Pending  
Forms: Complete  
View Request

CREATED  
Apr 28, 2016 by Austin Sanderson

VISIBLE TO  
Public

Forms accompanying this position:

Adviser Verification Form	SUBMITTED
This position has been submitted.	SUBMITTED

8. All the Certified Officers and Advisers will be listed on your RSO's portal homepage.

Student Involvement  
**Student Life**

Home People Events Files Forms News More 1 Member Settings

Feed Profile

Write something...

There are currently no feed items.

**Current Positions**

Austin Sanderson Certified Officer	Austin Sanderson Adviser
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See All