



**WILLIAM JAMES
COLLEGE**

Dean of Students

STUDENT GROUP REGISTRATION GUIDELINES

The Dean of Students office seeks to support and organize registered student groups at William James College. The Dean of Students office will maintain records and information on all student groups, act as a resource for all of these groups, liaise between the groups and the appropriate offices when necessary, and will connect registered student groups more closely with each other and William James College.

Any students that wish to organize as a group, may register as a William James College student group. The Dean of Students office will only recognize, and support student groups that have registered and been approved with the Dean of Students Office. Once officially recognized, student groups will be listed on the [Student Leadership and Organizations webpage](#), have access to consultation and funding from the Dean of Students Office.

For each academic year student groups will have to register or re-register online to be approved as an official student organization at William James College. The online registration process requires the following information:

- Group mission/purpose
- Identification of 2 group leaders
- Identification of a faculty/staff advisor
- Identification of at least 3 students interested in being members of the group (separate from the 2 group leaders)

Group mission/purpose:

Every student group must state their mission and/or purpose as it relates to William James College. This group does not have to structure itself in a way that is entirely tied to William James College core values as groups may be based on socializing, shared activities, and common back grounds all unrelated to academics, and still serve our community as it brings students together. This mission statement will be part of the registration process.

Group structure:

Student groups must have at least two members as part of their leadership. It is open as to title whether they are co-chairs, co-leaders, or even the more typical president, vice

president, etc. No matter the choice each group must have two leaders identified as part of registration.

Along with two leaders, a group must have at least three (3) other group members to be considered for registration. A list of these names must also appear on the registration form. The purpose of requesting there be at least three members signifies that there is enough of the student population interested to justify the student group.

Toward the end of each academic year, every group must decide upon new leadership. Two new leaders may be chosen by vote or appointment but may only be done by members of the student group/ staff/ faculty advisor. There will be no minimum requirement of meeting attendance or length of membership to determine eligibility in the selection process.

Membership:

Any current student, whether in residence, blended, or online, has the right to be a member of a student group at William James College. A student group cannot limit or prohibit participation or membership for any reason based on sex, gender identity, disability, race, color, nationality, age, marital status, religion, or sexual orientation. Such discrimination is in direct violation of school policy.

Student leaders must maintain a list of members. Name and email address will be sufficient to be considered as a membership roster. It is the understanding of the Dean of Student Office that to maintain such a list will have challenges due to continual changes and rely on, understand, and appreciate the best efforts of group leadership.

Adviser role/responsibilities:

Student groups are required to have an adviser who is an employee of William James College and preferably one who holds a personal interest or professional expertise that relates to the group he or she is advising. This requirement serves to promote student/staff/faculty interactions and allows faculty and staff to stay connected to students' extracurricular lives. Student groups should consult regularly with the adviser regarding the activities of the organization.

Simply having your adviser(s) listed on the registration form saying that he or she will serve as your adviser is not taking full advantage of the contributions that he or she might offer your group. It is important for a student group to select an adviser who will help the organization meet its goals and provide guidance along the way. It is a two-way street and both advisers and student groups should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select a new adviser at any time. Please notify the Dean of Students Office of such changes.

The following are questions that your group may want to consider for selecting a faculty adviser and that they may want to consider before serving as an adviser:

- How much involvement is expected or needed?
- Do you want the adviser to attend meetings?
- Is your adviser a mentor or supervisor?
- How much of a driver is your adviser in the direction of your group?

Nondiscrimination Policy and Accessibility:

Organizations may not have any programs or events that restrict or limit participation based on sex, gender identity, disability, race, color, nationality, age, marital status, religion, or sexual orientation. Organizations that receive funding from William James College do so with the expressed understanding that such discrimination is explicitly prohibited and that any violation of this policy will result in forfeiture of status with William James College including group privileges and funding for the remainder of the academic year.

Furthermore, it is required that no program or activity exclude from participation, deny benefits to, or subject to discrimination, any individual solely because of his or her disability. All groups must take affirmative steps to provide reasonable accommodations in all facilities and services to the known physical or mental limitations of any individual wishing to participate.

All registered groups are expected to adhere to the code of conduct listed in our Graduate and Undergraduate Student Handbooks which can be found at:

<https://www.williamjames.edu/academics/academic-affairs/index.html>

Websites, URL's, etc.:

The internet address or website for an officially recognized student group should mirror the approved group name in its entirety. If a website or page on social media is created, William James College requires that the name accurately reflect the officially recognized name of the student group.

Ownership of external domain names should reside with the student organization and not with an individual. William James College reserves the right to require that any website with the name William James College in it and which causes confusion with other school activities, or is otherwise inappropriate, be assigned back to William James College.

Required Language for Websites

A student group's website must bear information identifying the organization as:

“a student-run organization at William James College” or

“an officially recognized student-run organization at William James College.”

In addition, the website's main page must also follow official logo/branding guidelines according to William James College Marketing & Communications. You can find these guidelines here: <http://www.williamjames.edu/marcom/>

All websites, social media pages, etc. must be listed on the group registration page. If created after being officially registered you may add this information by contacting the Dean of Students Office.

Click [HERE](#) to access the Student Group Registration Form for AY 2024-2025. Once you complete the registration form, you will be contacted by the Dean of Students Office.