

Fall 2025 RSO Recognition FAQs

Using this Document

This document is divided into categories of FAQs: Eligibility, Application Form, Trainings and Documents, Technical Difficulties, Advisor Requirements, and Timeline and Involvement Fair. We encourage you to use the Table of Contents/Navigation view to locate your question and move throughout the document. You can open the table of contents side tab by clicking the three lines in the upper lefthand side of this document.

General Info

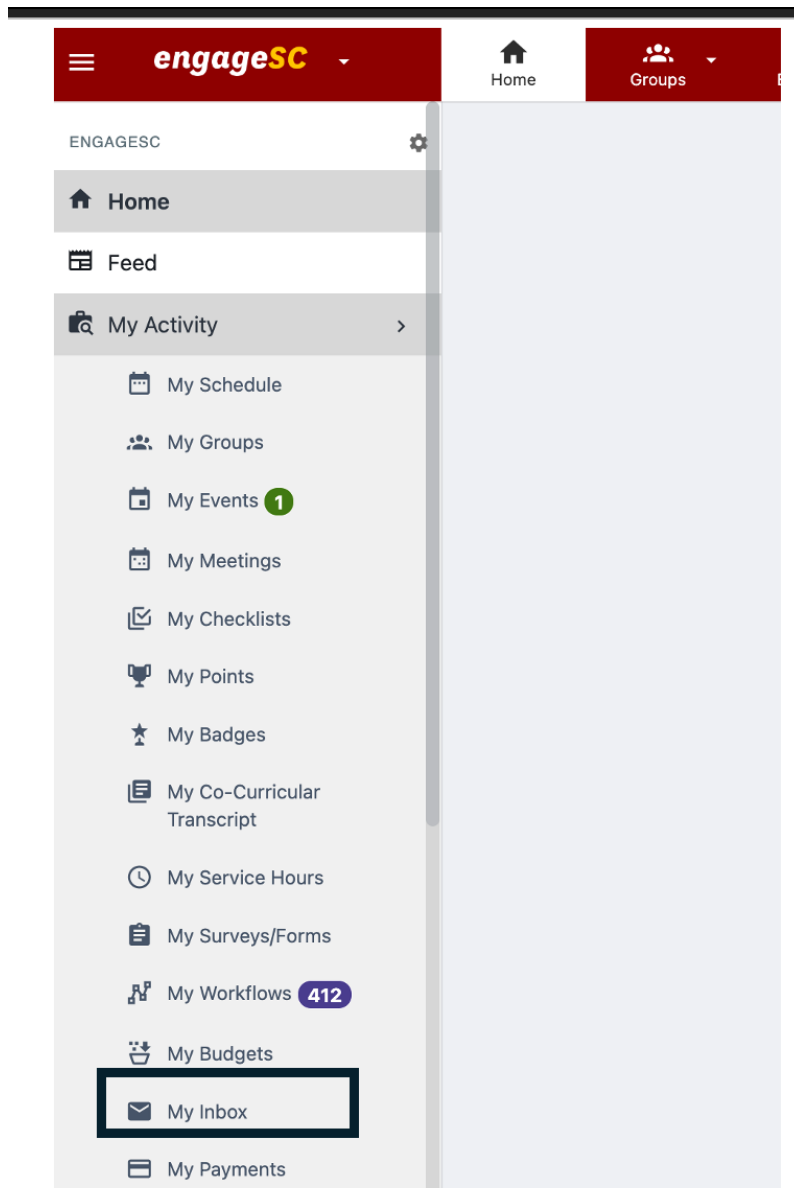
The Fall 2025 application opens Friday, July 25 by end of day and closes Monday, September 8 at 11:59 pm. Late applications will not be accepted.

Groups who were approved during the 2024-25 academic year are eligible to apply in Fall. New RSOs and RSOs whose recognition has lapsed may apply in October for spring recognition. Our website will be updated with information on spring recognition following the close of the Fall application cycle.

We encourage you to review all information on the Campus Activities RSO page in preparation for your application. You should also review communication from Campus Activities carefully. Officers listed on EngageSC will receive this information via email. Those officers can also locate any messages on Engage by starting at the homepage, then clicking open the lefthand menu--> My Activity -> My Inbox (see screenshot below).

The Campus Activities RSO team can be reached at stuacts@usc.edu. We encourage you to review the information available here, in the RSO Toolkit, and on our website prior to reaching out. If you are having technical difficulties, please review the FAQs below. If you continue to encounter issues that cannot be resolved using any of the steps below, please send us a screenshot/screen

recording and include the full name of the RSO (no acronyms) and your officer position (e.g., President, Secretary).



FAQS

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Questions about Eligibility

I want to start a new RSO or re-establish an RSO that existed before but went inactive for a period. How can I apply?

At this time, only RSOs that were recognized in the 2024-25 academic year are eligible to apply. New and previously existing RSOs can apply for spring recognition in October. Our website will be updated at the close of the Fall cycle with information on Spring applications.

I want to apply for recognition and I think my group should be able to, but we are not showing up on EngageSC. What should we do?

Please send an email to stuacts@usc.edu with the complete name of your group as it is listed on EngageSC (no acronyms), your name and officer position, and the name of the person who submitted the most recent application, if you know it. A member of the RSO team will assist you further.

Questions about the Application Form

Where can I find the form?

The application must be submitted via EngageSC. Navigate to your group page, and you should be directed right to the Group Details page and application form. If not, you should locate the blue box at the top of the screen. Click the blue "Group Re-Registration" button to begin the application. Please be sure all Group Details are updated and accurate, then proceed to the application form. You may submit the form if your group was recognized during the 2024-25 academic year.

 The 2025-26 recognition application is now live! Groups that were recognized during the 2024-25 academic year are eligible to apply during the Fall application cycle. Please visit the Campus Activities Recognition Process site for complete recognition requirements and associated templates and training links. We look forward to reviewing your application!

 [Group Re-Registration](#)



I tried to find the form on my group page, but it wasn't coming up on my phone. What should I do?

If your group is eligible to apply during this cycle, you will see the application form from your laptop/desktop only. Most recognition steps can only be completed via laptop/desktop, not mobile.

Who can submit the application form?

The form should be submitted by a current officer (2025-26) that is listed as one of the five (5) required officers on the application.

Our officer profile is not updated from last year, and I can't access the application. What can I do?

Please email stuacts@usc.edu with the name and @usc.edu email of the officer who will submit the application. Please be sure to add a note in your officer transition documents that outgoing officers should always update the group's EngageSC profile prior to the end of spring semester.

I cant find my RSO in the dropdown. What should I do?

Try the following steps:

- The dropdown is broken down into three (3) categories: Recognized Student Organizations (most groups fit into this general RSOs category), Rec Club Council RSOs, and ORSL-affiliated RSOs. RCC and ORSL groups should scroll down until you find the correct category to locate your group.
- Groups whose name starts with "The" will be listed as "The Name of RSO", ex. "The Traveling Gnomes" and not "Traveling Gnomes".

- Make sure you are looking for your group under the name listed on EngageSC, not a nickname. It will appear on the dropdown exactly as it appears on EngageSC.

If you still can't find your group, please email stuacts@usc.edu with the complete name of the group (no acronyms).

I don't have all my officer certificates/other requirements ready. Can I just submit without them and send them later?

No, all requirements must be submitted with the form. You should submit a complete and accurate application. Advisor documents will be collected separately and we will communicate directly with advisors.

What information does the form ask for?

You will be asked to submit all requirements listed on the Campus Activities website (Constitution, Accountability Document, Officer Trainings, other required items) and share information about your group activities, including department or parent organization affiliation, any interactions with minors, travel plans, and activities that may involve an aspect of healthcare. See the Campus Activities website for complete application requirements.

You are not required to submit your advisor documents with the form. Campus Activities will follow up with advisors with advisor requirement instructions.

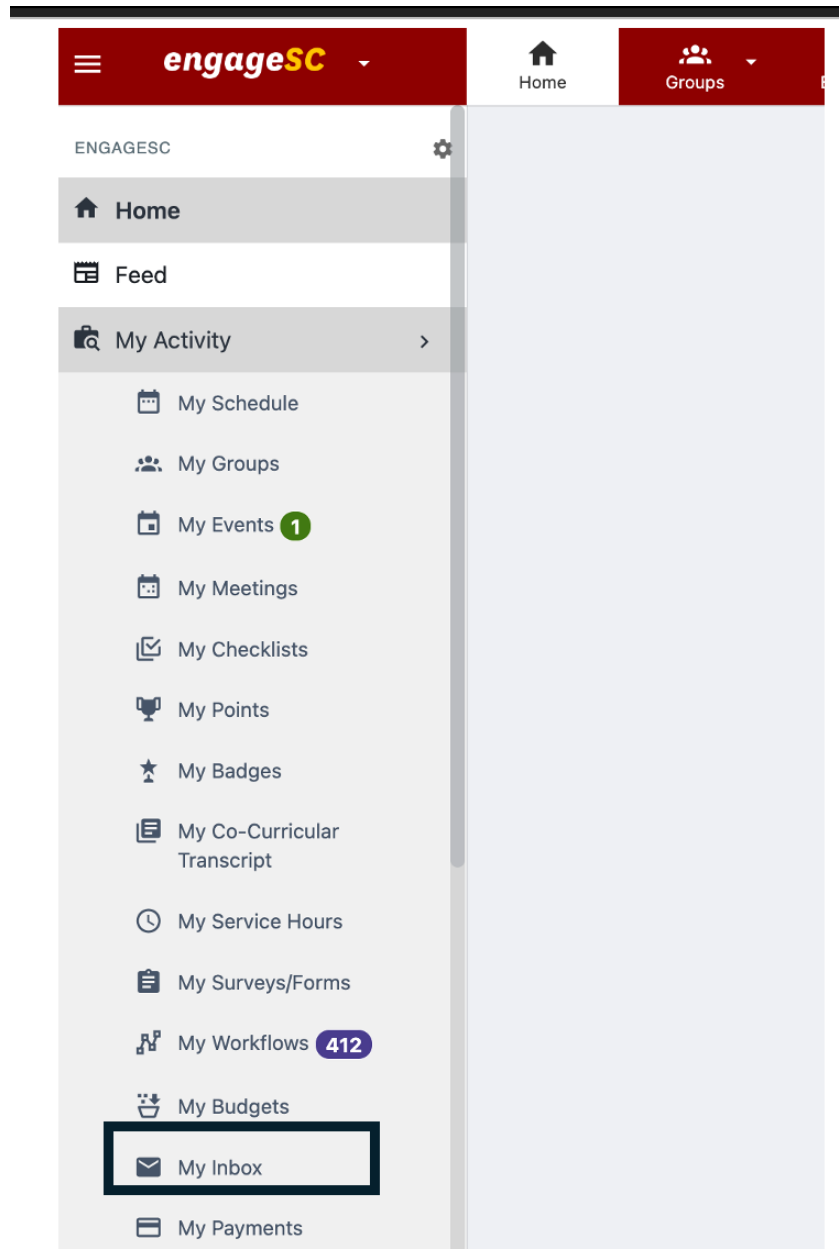
What happens after I submit the form? How will I know the status of my application?

Once you submit your application, the Campus Activities RSO team reviews applications in the order they are received for complete and accurate components. If any modifications are required, the person who submitted the application will receive a message via the EngageSC chat function. You should use a laptop or desktop to view and respond to messages about your application. You may request to add one additional officer (must be listed on the application) to the chat. Once you have made modifications, you should reply in the chat to let

Campus Activities know your application is ready to be reviewed again. If you need to update any Group Details information, including officers and members, you should reach out to Campus Activities via the chat to make the request. We will need the full name and @usc.edu email address for any new officers or members.

If you ever need to revisit your application, please start on the EngageSC homepage, open the lefthand menu, and click My Activity→My Survey/sForms.

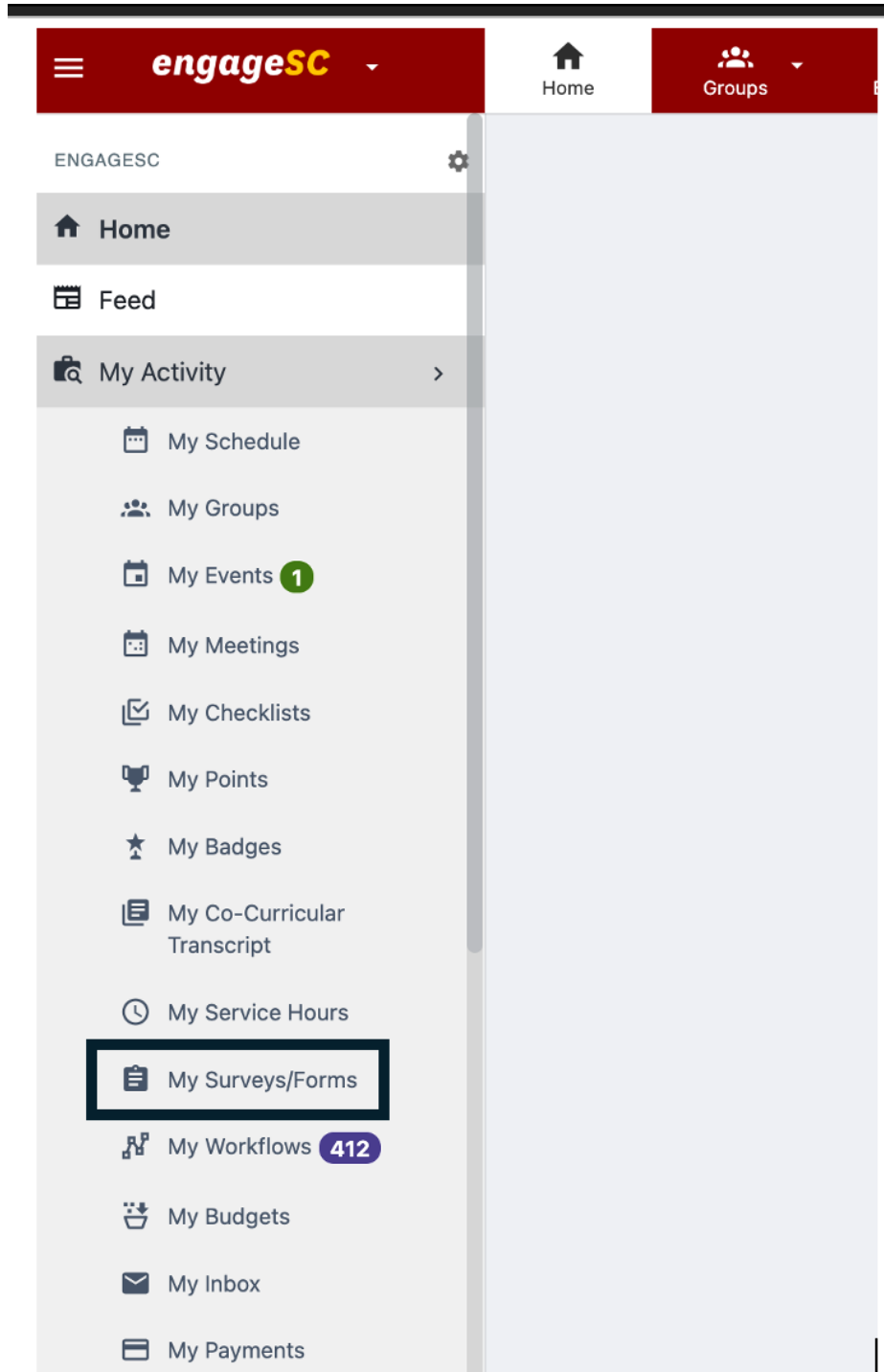
The officer who submitted the application will also receive updates via email. Please add stuacts@usc.edu, mailer@campusgroups.com, and admin@campusgroups.com to your contacts list. If you cannot locate a message in your email inbox, you can view any messages sent in bulk to student leaders by opening the EngageSC homepage, opening the lefthand menu, and clicking My Activity→My Inbox. You should monitor your inbox carefully for these messages, as they will provide important information about your application status and any next steps.



How can I find my application form to check the status and make modifications?

You may revisit your application at any time to locate those links by starting on the EngageSC homepage, opening the lefthand menu, and clicking My Activity-->My Surveys/Forms. You can only access this menu from the homepage. You will see a list of forms. If the form status is a yellow “draft” status, it has not been submitted. If the form has been submitted, you will see the red “pending

approval” status and this will change to “approved” once your group is approved. Click the form to open and edit it. From the “My Surveys/Forms” page you can also view what step of the workflow your application is at.



You will not be individually assigned trainings, so you should not wait for an email with further instructions – just use the links to directly access the trainings and log in via SSO.

RSO Officer Learning Path on Reach360 - If after logging in with SSO, you are not taken directly to the learning path, you should click or copy/paste the link again to refresh. If you still cannot locate the learning path, you can use the link to the RSO Library to locate the 2025-26 RSO Officer Learning Path. You should complete 7 modules as part of the learning path (plus an introductory lesson on how to navigate the modules). If you are not progressed through the entire learning path, please email stuacts@usc.edu for support.

Are there different learning paths for different positions?

No, this year there is a single learning path for all 5 officers. Please be sure to download a copy of your learning path certificate once completed. If you are not given a certificate upon completing the learning path, please click the learning path link again.

I completed the Hazing Prevention/RSO Training/Event Accessibility modules last year. Can I just use that certificate?

RSO officers must complete required trainings on an annual basis. Hazing Prevention and Officer training certificates must be from the 2025-26 academic year (July 1, 2025 onward) and reflect completion of the current learning path. Event Accessibility training certificates must also be from the current year.

Where are the Student Officer and Advisor Commitment to Community forms?

The Commitment to Community forms are linked in the application, posted to the RSO Toolkit, and available on the Campus Activities website. Please note you must use the 2025-26 forms and accountability document templates, and that there are separate versions of the form for student officers and advisors.

Where are the Constitution and Accountability Document templates?

The constitution template is linked in the application and available on the Campus Activities website. Please note you must use the required fillable 2025-26 PDF constitution and accountability document templates. All fields are required except the Appendix page of the Constitution.

Can I copy/paste the Constitution template to another document to complete it?

No, you should be sure to use the required fillable form and keep it in its original format. Please do not flatten the PDF or copy the text into another document. It should look like this when you upload it to your application:

Part 2. This organization will use the name or its acronym, TRG in all publicity materials and correspondence.

Section B: PURPOSE

Part 1. The purpose of this organization is

Spread awareness about the benefits of travel and highlight little known travel destinations around the world.

Part 2. All activities of this organization must be directed toward this purpose.

ARTICLE II. MEMBERSHIP

Section A: LEVELS OF MEMBERSHIP

Part 1. Voting Membership: The criteria to become a voting member is

attend at least 75% of all meetings

Part 2: General Members: The criteria to become a general member is

attend at least 25% of all meetings

Part 3. Open Membership: All USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members. Meaningful opportunities for open members to participate in this organization include:

attending workshops and other events and programs about planning trips,
attending open meetings that center around our group operations and coming up with suggestions for future activities

Part 4. Dues may not be a requirement for any level of membership.

There isn't enough space in the Constitution for my RSO to add all details about our processes. What should I do?

You have the Appendix to add any additional details that should be included in a Constitution. Constitutions are intended to be broad as they should be harder to amend. Detailed information about your processes may be best suited for a separate bylaws document.

I'm having trouble filling out the PDFs. What can I do?

You have a couple options for opening and completing the fillable PDFs.

1. Download the file from either the direct PDF link or from the RSO Toolkit and open it with a PDF viewer. We recommend you use Adobe Reader as it will allow you to access help text and accessibility features. If you are not able to open or edit the file in Adobe Reader, you may use the PDF viewer of your choice, but we ask that you not edit any of the form itself (only input text into the fillable text fields).
2. Open the PDF from [the direct link on our website](#). This will open a new tab. You may complete the form directly from that tab and save when complete.

We recommend using the Sample Constitution to help you understand what type of information might make sense for each section. Please keep in mind the sample constitution is intended to outline general suggestions, but your group may want to include more detailed processes depending on your needs.

[This video](#) shows how the fillable PDF can be used.

I'm filling out the PDF, but some of the text is getting cut off.

The document is set to autosize your text into the text field, meaning the text size may get smaller as you write more. If this is not happening, you might try downloading the PDF again and testing the autosizing. If you continue to have

issues with text cutting off, please email a copy of your current document to stuacts@usc.edu with the full name of your organization (no acronyms).

[This video](#) shows how the auto-sizing should look. Please email stuacts@usc.edu with any accommodations requests related to the PDF auto-sizing or other needs.

Questions about Technical Difficulties

I'm completing the application, but my Internet is slow or patchy and I'm worried we'll lose our progress. What should I do?

If you have concerns about your progress being saved, we recommend using the blue button at the bottom of the application to save periodically. You may need to reopen the form via My Activity-->My Surveys/Forms-->My Drafts after saving if you want to continue.

Our officers/advisors have not received the link to approve their position from EngageSC. What should we do?

Use the following troubleshooting steps:

- Ensure you have added the correct person on your application based on their @usc.edu email address (not a school domain email like @marshall.usc.edu). There may be another member of the Trojan community with the same name, so you should check for correct email addresses.
- Resend the notification (EngageSC→My Activity→My Forms/Surveys to revisit your application)
- Advise members, officers, and advisor will need to check their @usc.edu email address. This may or may not be connected to their @usc.edu account. EngageSC operates using the email associated with NetID (@usc.edu email) and we do not take requests for individual updates to members' or officers' email addresses.
- Add stuacts@usc.edu, mailer@campusgroups.com, and admin@campusgroups.com to your contacts list.

- Check your spam/junk folder.
- Instruct your officers and members to click the approval button from a desktop or laptop computer (not a mobile device).

If you continue to have issues, the officer or member having difficulty should email stuacts@usc.edu with the name of their RSO as listed on Engage (no acronyms) and their position confirming they are accepting their role.

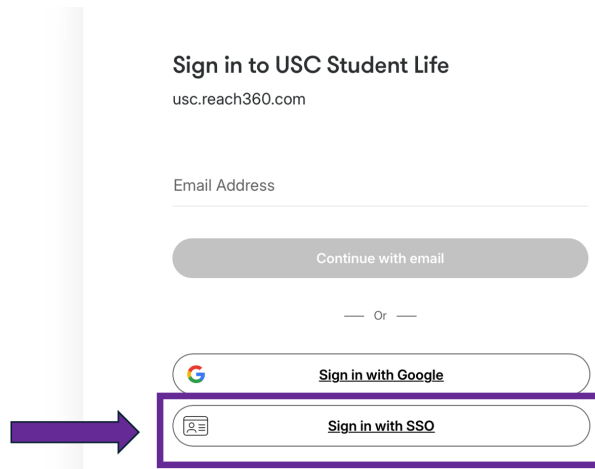
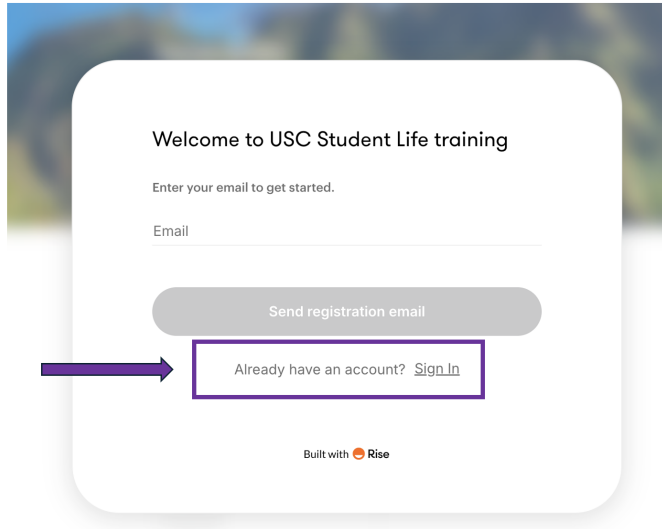
Our officers/advisors have received the link to approve their position from EngageSC, but are getting a blank page/the link is not working?

Please make sure you are approving the position from a laptop or desktop. Clicking through the email link from a phone may cause you to receive a blank screen or other error. If you continue to have issues, please email stuacts@usc.edu. The officer having difficulty may email us with the name of their RSO as listed on Engage (no acronyms) and their position confirming they are accepting their role.

What if I can't log in to a training site?

SSO: If you are having issues with your SSO sign in, you should reach out to IT Services as soon as possible for assistance. Please note you must be a currently enrolled student to access trainings.

Reach360: If you follow the link to Reach360 and do not see the SSO log-in option, please select "Already have an account? Sign in". This will take you to the SSO option. Do not enter your email and click "Send registration email".



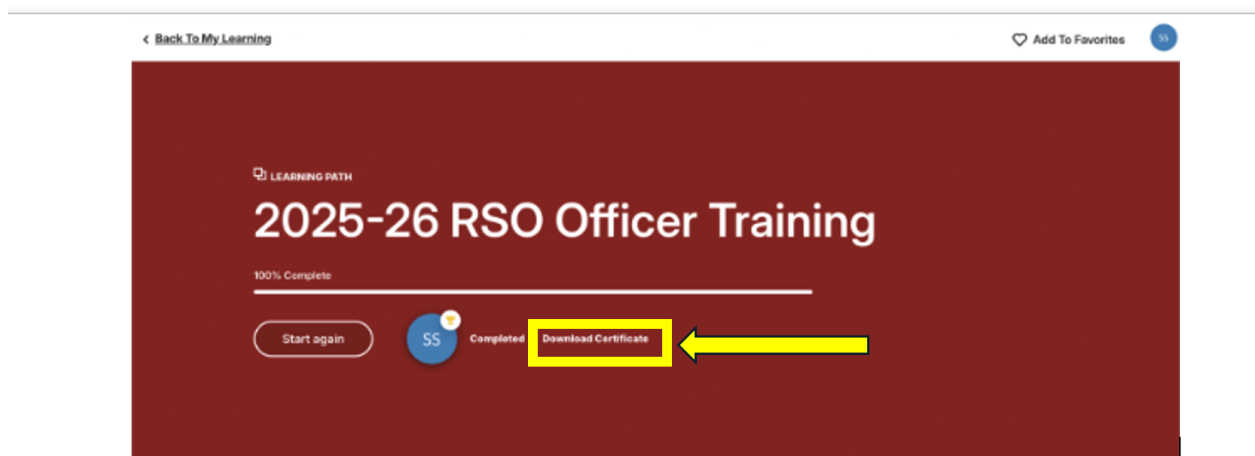
What if I can't find my certificate?

Hazing Prevention 101:

- Go to: <https://usc.prevent.zone/>
- Click on the 'Access your training' link.
- Log in via SSO using your NetID and password
- Click on the Hazing Prevention 101™ Course – College Edition course, which is the first course listed.
- Follow the instructions to start the modules.
- Proceed through each module and complete the quiz and final survey at the end.

- Once you have completed the final survey, you will receive a certificate of completion.
- Please save and/or print out the certificate for your records as proof of completion.

Reach 360 (Officer Learning Path): If your certificate does not come up when you complete the learning path, please copy and paste/follow the original training link. You may also try clearing your cache and/or using a private browser. Do not screenshot the celebration screen as it does not contain the full name and date of completion. You will see the red intro page and beneath the learning path title, you will see your initials, the word completed (if you finished the learning path) and then “Download Certificate”. Do not send a screenshot of this page – please download the certificate.

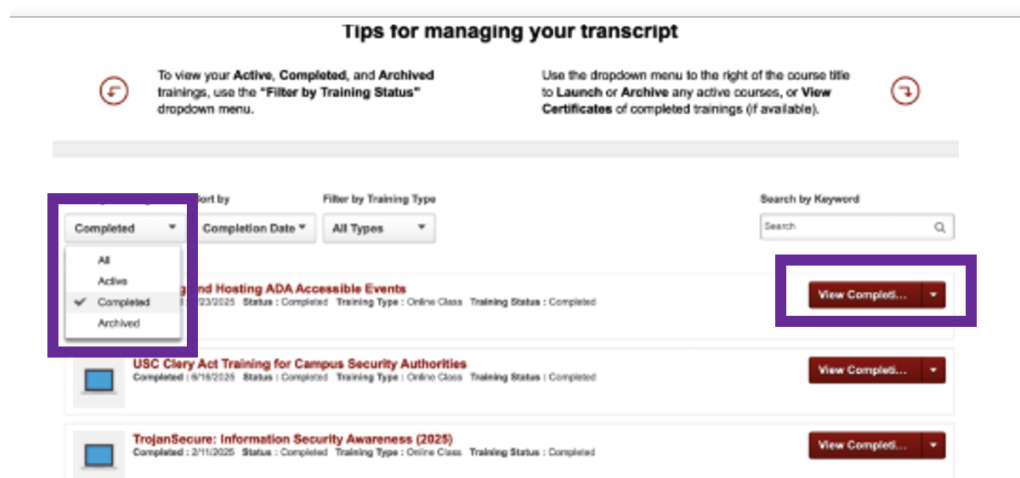


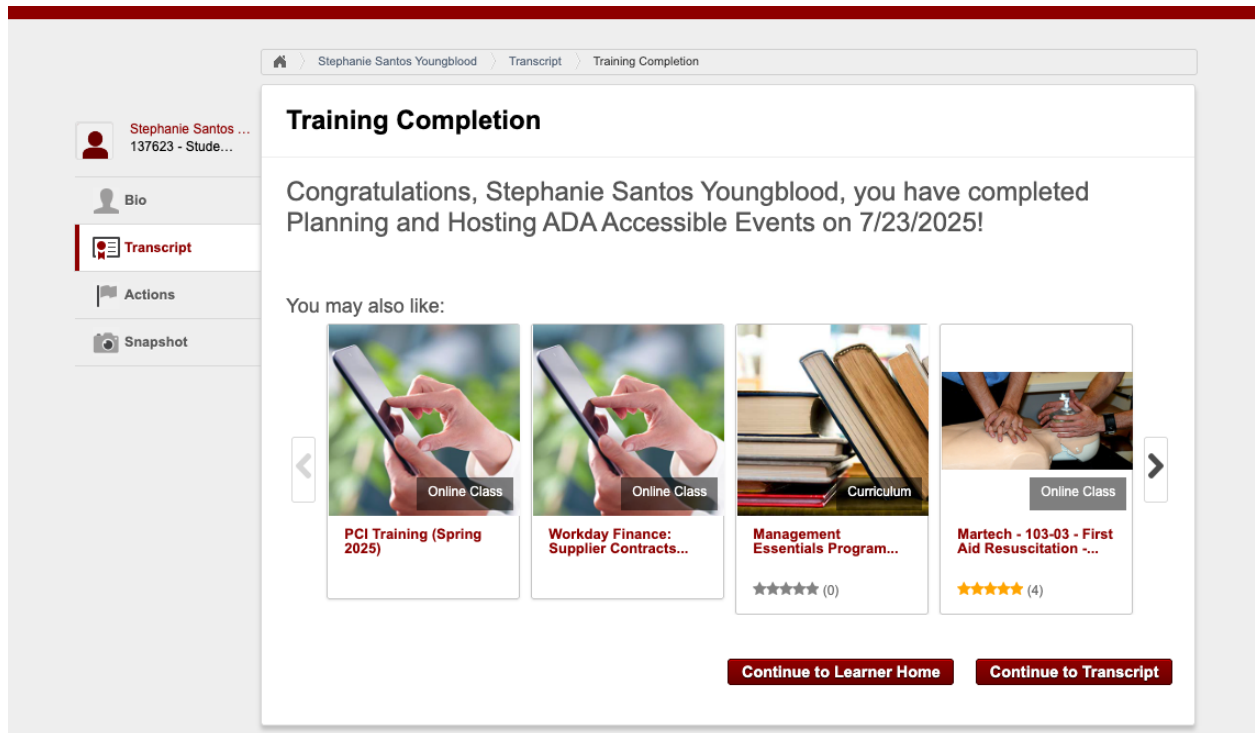
Trojan Learn (Event Accessibility Training):

You will receive a training completion page upon course completion. Screenshot the certificate. If you need to go back later to get your certificate, you should start at the Trojan Learn homepage (trojanlearn.usc.edu) and click “Access Your Transcript” (righthand “Manage Your Trainings” box).



Use the dropdown “Filter by Training Status” and change it to “Completed”. Locate “Planning and Hosting ADA Accessible Events” and click “View Completion Certificate”. Screenshot the certificate, ensuring you are including **your full name, course name, and date of completion.**





I can't find the Trojan Learn course. What should I do?

The Trojan Learn event accessibility course is available to all currently enrolled students. Please ensure you are using the upper right hand corner search bar and type in the course name exactly as it appears here: **Planning and Hosting ADA Accessible Events**.

Questions about Advisor Requirements

What are the advisor requirements?

Please see the [Campus Activities website](#) for complete information. Advisors will also receive information via email with instructions about requirements. Advisors will submit their requirements separately to Campus Activities.

There are three advisor requirements/ The first two (advisor training and commitment to community form) must be submitted via [Google Form](#):

1. [Advisor Training on Reach360](#)
2. [Advisor Commitment to Community form](#)

3. Clery Act for Campus Security Authorities training. Advisors will have until the end of the semester to complete this and will not need to submit to Campus Activities. Campus partners will check advisor completion status. Approval status for groups whose advisors do not complete this course by the deadline may be impacted.

Does my advisor need to wait to be assigned their requirements?

No. Advisors may complete and submit their requirements at any time. Information on these requirements is available in full on the Campus Activities website and is also sent to advisors via email.

When are advisor requirements due?

Advisor Requirements are due by Monday, September 29 and must be submitted via this [Google Form](#) to Campus Activities.

Our advisor has not received the link to the Clery Act Campus Security Authorities (CSA)/Trojan Learn training/cannot find the course on Trojan Learn. What should we do?

Your advisor will be assigned this training and will receive an email from Trojan Learn with instructions on how to complete it. Advisors will receive information on how to access the course along with timeline for completion. Advisors can also locate the course by opening Trojan Learn, clicking “Manage My Transcript”, and locating the course in their active courses. Please communicate with your advisor to check their @usc.edu email address for any messages.

The course will not come up via the search function. (The Clery Act Refresher course is not necessarily the correct course.) They should look at their transcript for the correct assignment.

Does my advisor need to complete all requirements for my application to be approved so I can table?

For a group to be eligible to table, advisors must submit:

1. RSO Advisor Course Certificate
2. Advisor Commitment to Community

The final requirement is The Clery Act for Campus Security Authorities certificate. This requirement may be submitted later - advisors will have until the end of fall semester to complete the Clery Act training and do not need to submit this certificate directly to Campus Activities. Campus partners will confirm completion of the course. Group approval status may be impacted if their advisor does not complete the Clery Act course by the deadline.

Campus Activities will follow up with advisors with complete instructions and deadlines to submit.

My advisor can't find their Clery Act/Campus Security Authority certificate in Trojan Learn.

Advisors will be assigned the training after you submit your application and your advisor has approved their position on EngageSC. Advisors should log on to Trojan Learn to access their active courses.

How can advisors access the Commitment to Community form?

You will find all requirements on the Campus Activities Recognition Process page. All required forms are available as fillable PDFs. Advisors will also receive an email from Campus Activities with all instructions.

Questions about Timeline and Involvement Fair

What happens after I submit the application?

Once you submit the application, a member of the Campus Activities RSO team will be assigned to review the application. They will follow up via EngageSC Chat to inform you of any modifications needed or other requests for information. You should review these requests carefully and make the edits requests to your

application, then reply to the chat to confirm the modifications have been made. Your assigned reviewer will follow up to review those updates and provide any additional feedback. Other messages about application status, UCS review (for healthcare groups), Involvement Fair, etc. will come from stuacts@usc.edu. It is crucial that you closely monitor your email and the chat for these messages.

How will I know whether my group will be/was approved?

Campus Activities will send email updates to groups about status, along with messages sent to the Chat about requested modifications and other questions. If you are not sure if you have received an email from us, please check your inbox on EngageSC (Homepage→My Activity→My Inbox).

How can I follow the status of my application?

You can follow your application by using two tools: Workflow and Checklist

The workflow shows you what step of the approval process your application is on. You can check by revisiting your application form (Homepage→My Activity→My Surveys/Forms) and checking which step is bolded. For example, in the image below, the application is on the first step (Campus Activities Initial Review), and will then need to proceed to Youth Protection Review, Rec Sports Review, etc. Not all groups will have the same steps as this will depend on the group's activities and affiliations.

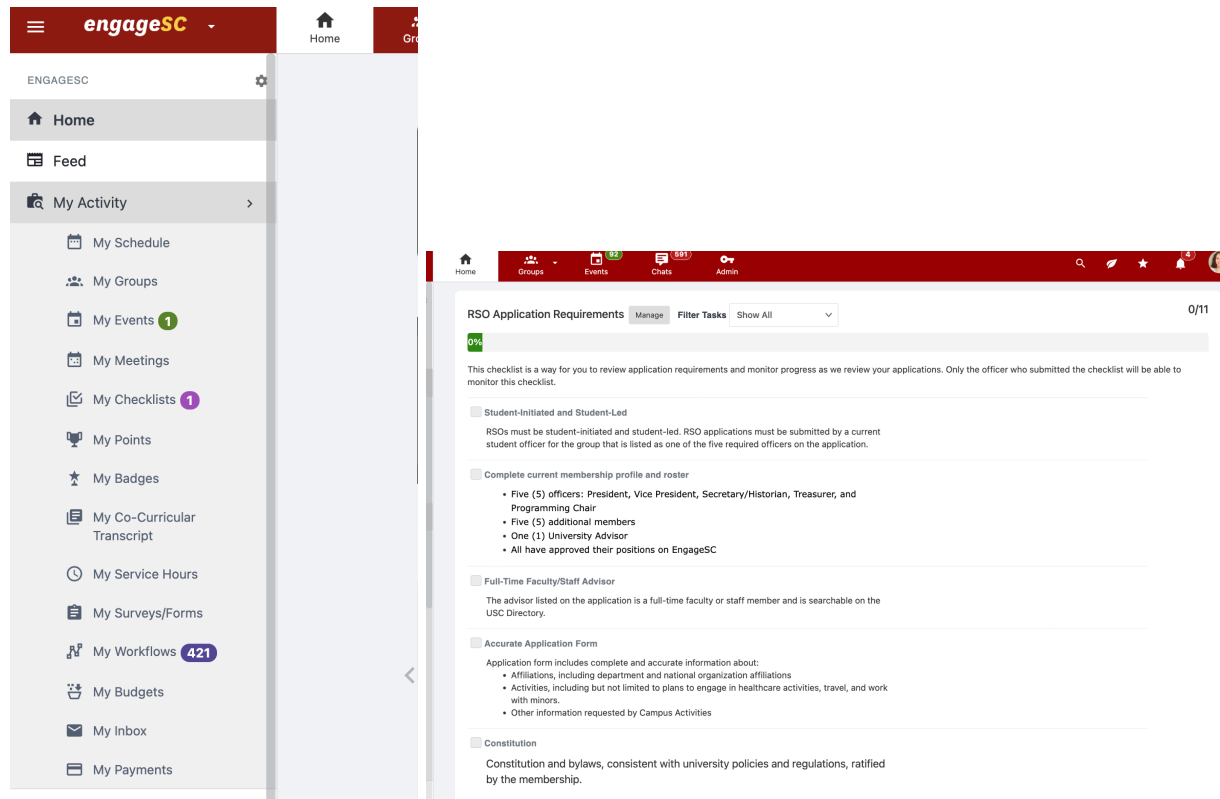
My Surveys & Forms (55)

Search by name Groups Favorite

☐ Delete Selected Drafts

Application	Updated on	Steps
1 ☐ 2025-26 Student Organization Recognition Application The Tommys PENDING APPROVAL	Jul 31, 2025 2:26 PM	Campus Activities Initial Review - Youth Protection Review - Recreational Sports Review - Viterbi Review - Marshall MBA Review - University Clinical Services Review - Campus Activities Final Review

The checklist shows a list of all application requirements. As your application is reviewed, a member of the Campus Activities RSO team will check items off your list. You can view the checklist [here](#) once your application has been submitted and you have been added to the checklist assignment list. You can also click through Homepage→My Activity→My Checklist to revisit the checklist (you may need to scroll down past other checklists that may have been assigned to you).



Please note that assignments and updates to the workflow and checklist are not automated. You will not be automatically assigned the checklist when you submit your application, so please allow some time for the RSO team to manually make these assignments. Similarly, if your advisor submits their requirements to us, please allow time for us to review those documents and update your checklist.

We will continue to communicate with you via EngageSC Chat and email, so it is important that you continue to monitor those closely. The workflow and checklist are simply two additional tools that allow you to quickly check the progress of your application.

When is the Involvement Fair?

The Involvement Fair is Tues-Thurs, August 26-28, 11am-2pm (Week 1). An invite to request a table via EngageSC will be sent to the officer who submitted the RSO recognition application form.

There is no specific application deadline to apply to be considered for Involvement Fair, but we recommend groups apply early with complete, accurate applications. Applying with an incomplete application that requires modifications will delay reviews. Only fully approved groups will be allowed to table.

Registering for the Involvement Fair event posts on EngageSC is not a tabling sign-up – eligible groups will receive an email inviting them to complete a tabling request form (approx 1 week or more before IF).

When will apps be approved and what about Involvement Fair week 1?

Applications are reviewed in the order they are received. Please monitor your email and EngageSC chat closely, as Campus Activities will communicate any questions or required modifications using these tools.