How To Start a Student Organization

1 Submit an Intent Form

The first step to creating or reactivating a student organization is to complete the intent form. The intent form helps us learn more about the organization you want to start on campus and ensures we send you the most helpful information. It also helps us to see if the organization has existed before. The process for a reactivating organization is slightly different from a new organization because there is already information for the organization in our system. The intent form can be found on our website.

2 Follow the Resource Guide

After the intent form has been reviewed, you'll receive a resource guide to assist you through the application process. Slow downs in the organization's registration is caused by not reading the guide and completing the application incorrectly.

3 Submit the Organization's Application

Gather all of the information requested in the resource guide and complete the application (in Garnet Gate). If you need to pause midway, you will be able to continue the application by going to My Submissions under your profile icon. Give yourself time to complete the training modules during the application, we estimate 30-45 minutes. Be sure to click the blue 'submit' button at the end of the application.

4 Monitor the Application

It can take a little time for the LSC to process the application. If it has been more than one week since you submitted the application, please reach out to the LSC via email (lsc@sc.edu) to ask for an update. If the application gets returned to you, please make the necessary edits as quickly as possible.

Common reasons for the application to be returned include:

- listing USC or University of South Carolina in the name (unless you are requesting status as an associated student organization)
- not including all information for members on the roster (members' names and USC emails)
- using trademarked images in the organization's logo

5 Ensure All Members Join on Garnet Gate

Make sure all members accept their membership invitation on Garnet Gate. Student organizations must have at least 7 members on their roster before space can be reserved in 25Live. Remember to use your student credentials to log into 25Live to reserve space on behalf of the organization.

Leadership and Service Center
UNIVERSITY OF SOUTH CAROLINA