

How to Register a New Student Organization in SharkNet

*Office of Student Life
Miami Dade College*

In our efforts to better facilitate the interaction between organizations as well as help organizations develop and market their events and activities, part of the registration requirements will be to submit the New Student Organization Registration form.

An organization page provides basic information about the group that should include a picture/logo, primary contact person, website link, Officers' information and upcoming events.

Please follow the steps below to submit the New Student Organization Registration form:

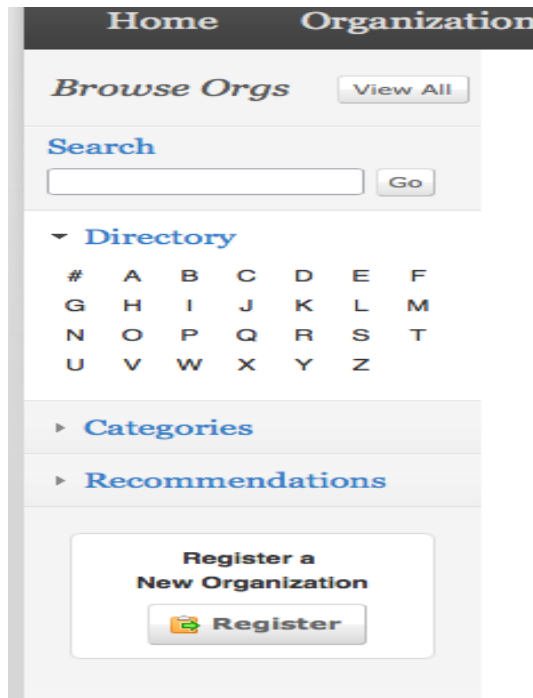
Step 1: Log into your SharkNet account using your MyMDC email address and password.



Step 2: Click on "Organizations" from the top banner.




Step 3: Click on "Register a New Organization" from the left-hand column of the page.



Step 4: Click through the registration form and complete all sections. *IMPORTANT:* Please list the **CAMPUS NAME** in your organization's title! Example: Student Government Association – North, Model UN – Kendall.

New Registration - Step 1 of 7

 Please review the following instructions.

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in [My Involvement](#).

All Student Organizations must complete this process to register with the Student Life Department.

Please note: You **MUST** include the home Campus of your organization within the group's name when completing the registration form.

Example: STEM/Chess Club - Hialeah Campus

You **MUST** answer **ALL** questions in the registration form for it to be considered complete. Any incomplete forms will be returned to the Officer/Advisor submitting it on the organization's behalf for revisions.

Next 

Complete all pages of the form, and **CONGRATULATIONS!** You have submitted the new student organization form!

****Note: ALL ACTIVE STUDENT ORGANIZATIONS AT ALL CAMPUSES **MUST** SUBMIT A NEW STUDENT ORGANIZATION REGISTRATION FORM! This is effective for the Fall 2014 semester. Even if you are not a new organization, you **MUST** register in SharkNet in Fall 2014!**

Please contact your Campus Office of Student Life for any questions or concerns.