



NEW STUDENT ORGANIZATION REGISTRATION GUIDE

Welcome to SOMeCA! We are dedicated to the success of Registered Student Organizations at UCSC.

The capacity to lead is gained through practice. At SOMeCA, students access unique, hands-on learning environments to explore what's possible. SOMeCA is an open and creative space for students to engage in real world situations and build leadership values and skills that last a lifetime.

Any new student organization that registers during the 2024-25 academic year is ineligible to register as a Path A/B and must register as a Path C. This pathway is designed to support the organization's growth and leadership's development while understanding the rights and responsibilities of student organizations at UCSC.

Path C student organizations work with SOAR Peer Advisors, or student leaders who have worked with SOMeCA advisors and have experience supporting an organization's growth while navigating University policies, procedures and forms.

Application process begins: October 21, 2024

Deadline to register: December 6, 2024 by 5:00 PM

**Step
1**

Familiarize yourself with the SOMeCA website to learn more about the resources we have to offer.

**Step
2**

Complete New Student Organization Intake Questionnaire.

**Step
3**

Once completed, please visit our Peer Advisor during drop-in hours. SOAR Peer Advisors will determine eligibility for registration.

**Step
4**

If approved, identify your four Authorized Representatives who will be legally and financially responsible for the organization.

**Step
5**

Fill out and complete a constitution. You can find a Fill-in-the-Blank form and the Constitution Guidelines on our website.

**Step
6**

Authorized Representatives view and complete the Online Orientation.

**Step
7**

Complete the Application to Register that was sent to you by the SOMeCA Office.

**Step
8**

SOMeCA Office will email you to confirm when the registration process has been completed!

SOAR Office Hours: Monday - Friday, 10:00 AM - 5:00 PM
Please visit someca.ucsc.edu for the Peer Advising drop-in hours.
soar@ucsc.edu | (831) 459-2934