

## Frequently Asked Questions



### 1) How do I create a student organization?

- You will need 5 members, 1 full-time faculty or staff advisor, and a constitution or bylaws.
- Go to [utdallas.edu/orgsync](http://utdallas.edu/orgsync) and follow the instructions.

### 2) How do I reserve a room in the Student Union?

- Go to [utdallas.edu/reserve](http://utdallas.edu/reserve) and create an account.
- Wait for account verification and then reserve rooms.
- Contact Event Coordinator, Delvora King, for more information: 972.883.2945.

### 3) How do I reserve a booth in the Student Union?

- Fill out the necessary form(s) in OrgSync FIRST. (Contact Tineil Lewis for details: x6449)
- Go to [utdallas.edu/union](http://utdallas.edu/union) and click “Reserve a Booth”. (Contact SU Coordinators for more information: x6197 or x6155).

### 4) How do I get my organization’s event on the electronic sign?

- Go to [utdallas.edu/union](http://utdallas.edu/union) and click “Electronic Sign Request”.
- Contact the Marketing Manager, Julie Spanos, for more information: x4290.

### 5) How does my organization get a bulletin board in the Student Union?

- After your organization has been officially registered for one year, contact the CSI Administrative Assistant, Grace Ekwue: x6551.

### 6) How does my organization get a locker in the Center for Student Involvement?

- After your organization has been officially registered for one year, contact the CSI Administrative Assistant, Grace Ekwue: x6551.

### 7) How does my organization get a mailbox in the Center for Student Involvement?

- After your organization has been officially registered, contact the CSI Administrative Assistant, Grace Ekwue: x6551.

### 8) Where can I pick up scantrons and blue books?

- In the Student Development Suite SU 2.4 (located across from the Activity Center)

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**Any additional questions? Consult the Online Student Organization Manual: [utdallas.edu/orgs/manual/](http://utdallas.edu/orgs/manual/)**

#### Contacts:

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