



Registered Student Organization (RSO) Advisor Manual
Updated: January 2023

Thank you for accepting to be an advisor for a registered student organization (RSO) on campus! The role of an advisor is greatly appreciated by the Student Activities & Orientation (SAO) office, the Aquinas College community, and most importantly our students. The Registered Student Organization (RSO) program at Aquinas College provides students with the opportunity to expand their leadership skills and build community around shared interests, hobbies, areas of study, service, and much more. The Student Activities & Orientation office works to provide students the resources and tools to create meaningful experiences and innovative programming that promotes co-curricular learning, personal growth and leadership development, and most importantly, community engagement. By accepting to be an advisor, you are helping to empower students to explore their leadership skills and contribute to creating a thriving and dynamic atmosphere on campus.

All the best,

The Student Activities & Orientation office

RSO Advisor Manual

By accepting your role as an advisor to a registered student organization at Aquinas College, you have agreed to support the mission of the RSO and to uphold all of the policies and procedures associated with your involvement. We appreciate your time in serving the students and the college in this fashion. The following sections contain important information and expectations to successfully serve as an advisor for a registered student organization (RSO).

Student Activities & Orientation Office

The Student Activities & Orientation office (SAO) serves to connect Aquinas College students with leadership and involvement opportunities across campus. Rooted in the pillars of Aquinas College, we aim to encourage student engagement with the goal of building a thriving and dynamic AQ community and student experience.

Contact Information

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Qualifications of an AQ Advisor

All RSOs must have a full time faculty or staff advisor. RSOs are encouraged to seek an appropriate advisor based on the organization's purpose and the advisor's capabilities in specific areas relative to the goals of the student organization.

In the event where faculty/staff advisors do not return to AQ for a semester (sabbatical, left the college, etc) , an SAO staff member will serve as an advisor in the interim, so that the RSO may maintain their registered status with the college. RSOs and their advisor are to anticipate this need and contact the SAO office accordingly in order to remain in good standing and keep relative funding.

Role of RSO Advisors

It is the responsibility of the advisor and RSO to develop a proper communication strategy to keep informed with all activities performed by and pertaining to the designated RSO. By achieving regular engagement with the RSO, an advisor accepts the responsibility of advising the appropriateness and general merits of policies and activities stated in the official [RSO Manual](#).

Responsibilities of RSO Advisors

- To assist in offering an inclusive out-of-class learning environment where all participants are respected.
- Stay **well informed** by attending, at minimum, one executive board meeting on a monthly basis.
- Serve in a **consultant role or resource role**. This is not a chance for you to serve as president/chair of the RSO, but rather *advise and mentor* the student organization.
- To work with the students, ensuring their **academic progress and success**. Since the academic mission of the college is primary, students should not focus on RSO activities and miss class, etc. Please contact the SAO office for support in this area if necessary.
- Advisors *must* be familiar with all RSO policies as found in the [RSO Manual](#).
- Advisors are to be displayed on the roster of the RSO's Engage AQ page and submitted every semester in the budget proposal's roster.
- Student Senate expects that advisors are aware of the Budget Guidelines for RSOs (found on the Student Senate Engage AQ page) and that the advisor works with the RSO to adhere to those expectations. It is further expected that Advisors to RSOs steward the student organization's budget allocations in a way that *best* benefits the most students at Aquinas and does not supplement any work offered in a department for specific majors or projects. Be aware of the current financial condition of the RSO.
- Advisors should assist RSOs in creating and formatting a budget proposal every semester.
- Student Affairs and Campus Safety also require advisor knowledge, assistance, and documentation with regard to student organization travel. Please refer to the RSO manual for more information on traveling policies.

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