



New Student Orientation (NSO) Policy
Mandatory Student Leader Online Trainings: Core 10 and Banking
CardinalEngage Event Registration
We are Hiring!

As you prepare to return to campus, we wanted to give you a number of important updates related to student organizations. Please share this information with other leaders in your organization.

We imagine you may be eager to recruit members for your organization, and we ask that you keep our value of well-being in mind. We want to help ease new students into Stanford as they begin their adjustment period.

In addition, please continue to check our [planning calendar](#), which highlights upcoming major events. As we communicated in August, please continue to follow current [public health guidelines](#), and know that there is not going to be a restricted period. We have also updated our [travel policy](#).

New Student Orientation (NSO) Policy

As we approach New Student Orientation (NSO), please review [the NSO policy](#), including recruitment for student organizations. Recruitment can begin after **Thursday, September 22**. As a reminder, in order to accommodate our Grounds crew, please **do not tape flyers to the ground, and use classroom chalk (not spray chalk)** in White Plaza.

Mandatory Student Leader Online Trainings: Core 10 and Banking

We have created a new online interactive CORE 10 training and quiz that reviews general baseline information and that is required for all Presidents, Vice Presidents/Co-Presidents and Financial Officers of your student organization.

The training is **now** available in [Axess](#). You can locate the training in [Axess](#) by searching the STARS catalog, and searching for "Core 10." The deadline to complete this training is Friday, September 30. We encourage you to have additional leaders in your organization take the training. As a reminder, the [Core 10 policies](#) were rolled out in Winter 2022, and we continue to welcome [your feedback](#).

Additionally, ASSU requires student leaders to complete online banking workshops to access GrantEd. These workshops can be found on the [SSE website](#). All four (4) GrantEd trainings are available through STARS in Axess. These workshops are a great

resource for your student organization, and should be reviewed annually, even if previously completed. All officers, especially Financial Officers, must complete all the relevant banking training available on Axess in order for the hold on their GrantEd account to be lifted. Holds must be lifted in order to process any financial process including reimbursement payments or funding requests.

If you have never used GrantEd before, first log in to granted.stanford.edu using your SUNet ID - not an alias. All students will have an “affiliate” role available and can submit personal reimbursement requests directly to the VSO or deposit VSO funds that will then go to the VSO’s Financial Officer for approval. No training for this is required.

All relevant VSO officer roles will be displayed on GrantEd in sync with CardinalEngage’s active officer list. If a role is not being displayed on GrantEd, please verify your VSO’s officer list is accurate on CardinalEngage. GrantEd syncs with CardinalEngage daily.

CardinalEngage Event Registration

Starting in Autumn 2022, *all events registered in CardinalEngage must be registered a minimum of five days prior to the date of the event.*

Additionally, *CardinalEngage will be fully integrated with 25Live.* To request an event location, student leaders will use the “Where” section of the event form in CardinalEngage. *NOTE: Your event location is not confirmed until you receive final approval from the Registrar.* You will no longer need to go to 25Live to book space separately.

Class scheduling is given priority to academic spaces the first two weeks of each quarter. As you are planning events at the beginning of the quarter, we encourage you to look at non-academic spaces first. Here is a helpful [venue guide](#).

We Are Hiring!

We, in the Office of Student Engagement, are gearing up for a full quarter of fun and preparing for your arrival. In order to create a fabulous Autumn quarter, we are seeking student staff to support our endeavors. We have multiple positions available and flexibility to find what you need to grow!

Please find our jobs posted on Handshake:

- [OSE Student Organization and Leadership Development Intern](#)
- [OSE Student Organization Travel Operations Intern](#)
- [OSE Campus Life Intern](#)
- [OSE Campus Life Social Media & Historical Intern](#)
- [OSE - The Arbor Live Performance Lead](#)
- [OSE - The Arbor Trivia Operations Lead](#)
- [OSE - The Arbor Support Staff](#)

If you have any questions, contact LaSabra Williams for Student Organization positions at lasabra@stanford.edu and Trista Shideler for Campus Life and Arbor positions at tshideler@stanford.edu.