

Registration Application Revisions and Resubmission

In this tutorial, you'll learn how to:

- Access a rejected Registration Application
- Review comments
- Make corrections to your application
- Resubmit your application for approval

Introduction

If the **President**, **Primary Advisor**, or **Student Activities** rejects your Registration Application, it will return to **Draft** status and appear on your EagleLink homepage under the **Registration Application Status** section.

Review the rejection comments carefully before making changes to your application.

Accessing a Rejected Registration Application

To access your rejected application:

1. On your EagleLink homepage, locate the **Registration Application Status** section.
2. Find the rejected application, which will have a status of **Draft**.
3. Click the **OR-XXXXXX** hyperlink to open the application.

The screenshot shows the EagleLink homepage. At the top, there is a green navigation bar with links: Home, Organization Directory, Organization Management, and Organization Events. Below this, a welcome message reads "Welcome, Scrappy!". A message box states: "Welcome to EagleLink, the platform designed to provide you with convenient access to explore, view, and manage student organizations. If you have questions or need assistance, whether it be about finding a student organization of interest or managing your student organization's portal, please contact Student Activities." Below this is a section titled "My Pending Approvals" with a sub-message: "No pending approvals 🎉". At the bottom, the "REGISTRATION APPLICATION STATUS" section is highlighted with a yellow circle. It contains a table with the following data:

Organization Registration #	Organization	Primary Category	Status
OR-000298	Scrappy Fan Club	UNT Spirit	Draft

Below the table is a link: [View All](#).

Reviewing Comments

There are two ways to review comments associated with your Registration Application.

Most Recent

Under the progress bar, you'll see who rejected the application and, if provided, the reason for the rejection. In this example, Student Activities ("Admin") rejected the application due to the submitted constitution missing the required verbatim clauses.

HomeOrganization DirectoryOrganization ManagementOrganization Events

Organization Registration

OR-000298

Submit for Approval

Submitted By

Organization

Status

President Approval Date

Primary Advisor Approval Date

Admin Approval Date

Scrappy Eagle

Scrappy Fan Club

Draft

8/23/2026, 10:01 AM

7/29/2026, 10:06 PM

Draft

Pending Advisor Approval

Pending President Approval

Pending Admin Approval

Approved

Rejected

Rejected By : Admin

Rejection Reason : Per University policy, constitutions/bylaws must contain mandatory clauses, verbatim. The version submitted in this attempt is missing the required Officer Eligibility clauses. For guidance, see the Sample Constitution at studentactivities.unt.edu/orgs-registration on the "Returning Organization Registration" page. You'll see the required, verbatim clauses in red text. Please delete the current copy attached to your Registration Application and upload a revised copy.

DETAILS

RELATED

Organization

Primary Category

Review All

To view the complete application approval history with comments:

- 1. Click the **Related** tab.
- 2. Under **Approval History**, click **View All**.
- 3. On the **View All** page, click the dropdown arrow on the right side of the **Comments** column.

HomeOrganization DirectoryOrganization ManagementOrganization Events

Organization Registration

OR-000298

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DETAILS

RELATED

Organization Registration Officers (2) New

Organization Registration Officer N...	Officer Position	Officer Position - Other
Lucky Squirrel	President	▼
Scrappy Eagle	Treasurer	▼

[View All](#)

Files (1) Add Files

[constitution attach](#)
Jul 29, 2026 • 6KB • png

[View All](#)

Approval History (4)

Step Name	Date	Status	Assigned To
Admin Approval Step	8/23/2026, 10:06 AM	Rejected	Student Admin Queue ▼
President Approval Step	8/23/2026, 10:01 AM	Approved	lucky ▼
Primary Advisor Approval...	7/29/2026, 10:06 PM	Approved	aleka.myre ▼
Approval Request Submit...	7/29/2026, 10:05 PM	Submitted	Scrappy Eagle ▼

[View All](#)



To see the full information under the Comments column on the **View All** page, click on the down arrow on the right side of the **Comments** column and select **Wrap Text**.

[Home](#)
[Organization Directory](#)
[Organization Management](#)
[Organization Events](#)

Organization Registrations > OR-000298
Approval History
 4 items • Sorted by: Is Pending • Updated a minute ago

Step Name	Date	Status	Assigned To	Actual Approver	Comments
1. Admin Approval Step	8/23/2026, 10:06 A...	Rejected	Student Admin Queue	User37739406755247813521	Per University policy, constitutions/bylaws must contain mandat... ▼ Wrap text ✓ Clip text
2. President Approval Step	8/23/2026, 10:01 A...	Approved	lucky	lucky	▼
3. Primary Advisor Approval Step	7/29/2026, 10:06 PM	Approved	aleka.myre	aleka.myre	▼
4. Approval Request Submitted	7/29/2026, 10:05 PM	Submitted	Scrappy Eagle	Scrappy Eagle	▼

In this example, only Student Activities (“Admin”) added a comment before either approving or rejecting the Registration Application.

Home Organization Directory Organization Management Organization Events						
Organization Registrations > OR-000298						
Approval History						
4 Items • Sorted by Is Pending • Updated a few seconds ago						
Step Name	Date	Status	Assigned To	Actual Approver	Comments	
1 Admin Approval Step	8/23/2026, 10:06 A...	Rejected	Student Admin Queue	User17739406755247813521	Per University policy, constitutions/bylaws must contain mandatory clauses, verbatim. The version submitted in this attempt is missing the required Officer Eligibility clauses. For guidance, see the Sample Constitution at studentactivities.unt.edu/orgs-registration on the "Returning Organization Registration" page. You'll see the required, verbatim clauses in red text. Please delete the current copy attached to your Registration Application and upload a revised copy.	
2 President Approval Step	8/23/2026, 10:01 A...	Approved	lucky	lucky		
3 Primary Advisor Approval Step	7/29/2026, 10:06 PM	Approved	aleka.myre	aleka.myre		
4 Approval Request Submitted	7/29/2026, 10:05 PM	Submitted	Scrappy Eagle	Scrappy Eagle		

Editing Your Registration Application

Most organization information is located on the **Details** tab. Officers and uploaded files, including your Constitution/Bylaws and Profile Picture (if provided), are located on the **Related** tab.

Home
Organization Directory
Organization Management
Organization Events

Organization Registration
OR-000298

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Scrappy Eagle

Scrappy Fan Club

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DETAILS

RELATED

Editing Information on the Details Tab

1. On the **Details** tab, locate any fields that needs to be corrected.

2. Click the **pencil** icon to the right of the field.

3. Make the necessary changes.

4. Click **Save** at the bottom of the page.

Registration Responses

External Website URL

EagleLink URL

Facebook page URL

Organizational Affiliation (Name and add

Phone #

Email

Editing Information on the Related Tab

The most common reason a Registration Application is rejected, by Student Activities specifically, is that the submitted Constitution/Bylaws does not include the required clauses **verbatim**.

TIP

Required clauses are shown in red text in the Sample Constitution template on the [Student Organization Registration](#) (select **Returning Organization**) webpage.

If you need to replace your Constitution/Bylaws:

- 1. Go to the **Related** tab.
- 2. Under **Files**, click **View All**.
- 3. Click the dropdown arrow on the right side of the original Constitution/Bylaws file.
- 4. Select **Upload New Version**.
- 5. Locate the updated file on your device and upload it.

In steps 1 and 2 above, go to the Related tab and select View All under Files.

DETAILS

RELATED

 Organization Registration Officers (2)

New

Organization Registration Officer N...	Officer Position	Officer Position - Other
Lucky Squirrel	President	
Scrappy Eagle	Treasurer	
		View All

 Files (1)

Add Files

 [constitution attach](#)
Jul 29, 2026 • 6KB • png

View All

In steps 3 and 4 above, click the dropdown arrow and Upload New Version.

Organization Registrations > OR-000298
Files

1 Item • Sorted by Last Modified • Updated a few seconds ago

Title	Owner	Last Modified	Size
1 constitution attach	Scrappy Eagle	8/23/2026, 1:09 PM	102KB

Dropdown menu options: Download, View File Details, **Upload New Version**, Edit File Details, Delete

In step 5 above, upload the new constitution/bylaws file.

Upload New Version

Constitution updated Fall 2026.png

What Changed? (optional)

Added verbatim clauses

Buttons: Cancel, **Upload**

Although the file name under the **Title** column will not change, clicking the file name will open the updated file. The **Last Modified** date and time will also update:

Organization Registrations > OR-000298
Files

1 Item • Sorted by Last Modified • Updated a few seconds ago

Title	Owner	Last Modified	Size
1 constitution attach	Scrappy Eagle	8/23/2026, 2:10 PM	102KB



Note: While Student Activities continues to make improvements to EagleLink, some fields in a Registration Application in **Draft** status may not be editable.

In addition, despite being editable, **do not edit officers** on the **Related** tab while the application is in **Draft** status.

If you need to make changes to officers, or if a field you need to edit is not available, contact student.activities@unt.edu for guidance.

In some cases, Student Activities may delete the original application so your organization can submit a new, corrected application from scratch.

Resubmitting Your Registration Application

After making the requested corrections, resubmit it by selecting the **Submit for Approval** button. Your application will then proceed through the full review process again, starting with the Primary Advisor.



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HomeOrganization DirectoryOrganization ManagementOrganization Events

 Organization Registration
OR-000298

Submit for Approval

Submitted By
[Scrappy Eagle](#)

Organization
[Scrappy Fan Club](#)

Status
Draft

President Approval Date
8/23/2026, 10:01 AM

Primary Advisor Approval Date
7/29/2026, 10:06 PM

Admin Approval Date

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Pending Advisor Approval

Pending President Approval

Pending Admin Approval

Approved

Rejected

Rejected By : Admin

Rejection Reason : Per University policy, constitutions/bylaws must contain mandatory clauses, verbatim. The

If you have questions about the revisions requested or are unable to make a necessary change to your application, contact student.activities@unt.edu for assistance.