

## STUDENT ORGANIZATION HANDBOOK 2023



San Diego Pride July 2023



CSEA x Alumni Event Feb. 2023



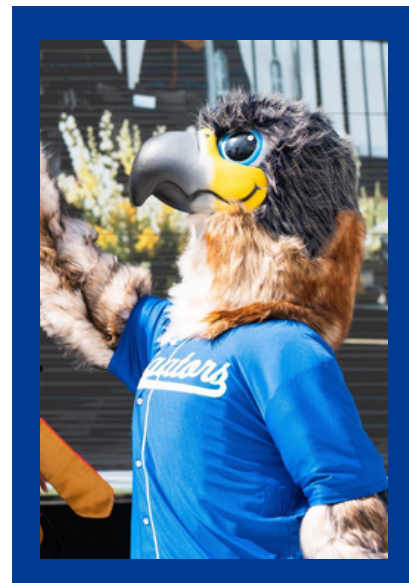
NU Speaker Series Nov. 2022

## WELCOME FROM THE CENTER FOR STUDENT ENGAGEMENT + ACTIVITIES!

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Welcome to student organizations! We are excited you are here! National University is proud to support student clubs and organizations. Joining a club is a great way to meet new people, enhance your leadership and teamwork skills, and gain a support network that will last far beyond graduation. Whether you're looking to expand your social circle, meet others with similar career goals or identities, and/or engage in professional development opportunities, we have a place for you.

Wings up #NUfam!



## NATIONAL UNIVERSITY MISSION, VISION, AND VALUES

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**Mission:** To deliver accessible world-class student experiences by providing quality programs and services that ensure student success through meaningful learning.

**Vision:** To be an inclusive and innovative university serving life-long learners who contribute to the positive transformation of society.

**Values:** Quality, Innovation, Collaboration, Diversity, and Access.

Our ability to create the ultimate student experience hinges upon the capacity to “know” our students as learners through ever more sophisticated assessments and data utilization. Once “known,” this information must be communicated and acted upon to enhance the overall experience.



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# CSEA MISSION STATEMENT

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The Center for Student Engagement and Activities (CSEA) at National University provides world-class opportunities for student leadership development and innovative 21st century best practices of community and university engagement. CSEA is dedicated to enhancing student engagement through development and promotion of student organizations and activities. We create meaningful and diverse learning opportunities for student leadership development and engagement experiences that cultivate a strong, civic-minded and equity-focused workforce.

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## MEET THE CSEA TEAM!



**Patricia R. Cardozo**  
**Director, Alumni + Student Engagement**

Patricia has over 17 years experience as higher education professional. She holds a BA from UCSD in Critical Gender Studies, an MA from SDSU in Women's Studies, and an MA in English from NU! Her background includes teaching at the university-level, higher education program management and creation, and student and alumni engagement and success. At UCSD, Patricia was a founding member of Women Inciting Social Change (WISC). clubs@nu.edu 619-455-6145

 [www.linkedin.com/in/patricia-r-cardozo](https://www.linkedin.com/in/patricia-r-cardozo)



**Jasmine Banks**  
**Student Engagement Coordinator**

As your Student Engagement Coordinator, Jasmine is here to support you throughout your student leadership journey here at NU. She received her BA in Psychology and Critical Race + Ethnic Studies from UCSC.

Feel free to direct any clubs related questions to her via the [clubs@nu.edu](mailto:clubs@nu.edu) email or by attending her **virtual office hours!**

Jasmine holds [drop-in office hours](#) every **Wednesday from 4:30-5:30pm PDT** and [by appointment](#).

 [linkedin.com/in/banksjas/](https://linkedin.com/in/banksjas/)



# STUDENT LEARNING OUTCOMES

By participating in student organizations at NU, students will:

1. Apply effective communication strategies for in-person and online interactions, including meetings, professional websites, and social media platforms.
2. Synthesize connections among experiences outside of the formal classroom (including life experiences, co-curricular, and academic experiences such as internships and travel abroad) to deepen understanding of fields of study and to broaden own points of view.
3. Evaluate and apply diverse perspectives to complex topics to demonstrate an empathetic understanding of multiple worldviews and cultures.
4. Utilize various leadership behaviors to support a constructive team climate, including teamwork and conflict resolution.

## BENEFITS OF STUDENT ORG MEMBERSHIP

### Engage. Community. Leadership.

Student leaders can gain the following demonstrable **skills**\*:

- Relationship building
- Communication
- Leadership
- Decision making
- Creative problem solving
- Integrative learning
- Team building
- Record keeping
- Motivational skills
- Prioritization

\*Based on Skillabi AI



*NU student leaders invited to meet the university president is a great demonstration of SLO 2 & 4!*



# CENTER FOR STUDENT ENGAGEMENT AND ACTIVITIES DISCLAIMER:

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This guide serves as a brief overview of certain matters of interest to student organizations. Readers should be aware that this Handbook is not intended to provide a comprehensive statement of all procedures, rules, and regulations of National University. For a full understanding of university policies and procedures, please refer to the [University catalog](#). National University reserves the right to modify any procedures, policies, and programs included in this Handbook without prior notice. Additionally, various colleges, schools, and departments of National University may have their own policies and procedures that apply to student organizations, provided they do not conflict with university policy.

This handbook was developed to introduce student organizations to the many resources and policies available when your club is registered with the National University Student Organization Board of Directors (“NUSOBOD”). The NUSOBOD is the governing body that creates the policies and procedures implemented by the Center for Student Engagement and Activities (“CSEA”). Please note that registered student organizations remain independent voluntary student organizations and are not endorsed by National University. However, they are subject to the oversight and direction of the NUSOBOD and must always act in an appropriate and representative manner. By registering with the NUSOBOD, student organizations acknowledge their agreement to abide by the policies and procedures set forth by the Board. **All student organizations are under the purview of the NUSOBOD.**



**Melinda Shapiro, NU Senior Director of Compliance.**

Offices include: Title IX, Conduct, Compliance

Learn more about the Office of Institutional Equity [here](#).



# HOW TO START A STUDENT ORGANIZATION

## General Members:

Clubs must have a **minimum\*** of five (5) principle members.

General members must have a 2.0 minimum GPA (UG) and 3.0 (G) and be in good academic standing.

## Club officers:

- Completed at least 4.5 credits
- 2.7 GPA (UG) and 3.0 (G)
- All officers must be in good academic and conduct standing.

## Alumni:

Alumni may become members or maintain membership of the student organization with voting rights.

Alumni are permitted to hold office until a permanent student replacement is found. Alumni are encouraged to hold office in alumni-specific roles.



*NUSNA students making holiday cards for the families of Ronald McDonald House and Casa De Amparo!*

1. Go to [nu.edu/csea](https://nu.edu/csea) to make sure your org does not yet exist. Be sure to see the [Starting a New Club section](#). We posted a bunch of resources for you.
2. Get your crew:
  - a. Get a **minimum** of 5 principle members\*,
  - b. Designate at least three officer positions: President/Chair, Treasurer, and Inter-Club Council Rep.
  - c. One faculty or staff advisor to oversee the club, and
  - d. A bonus member: Alumni! Alumni is your link to the professional community.
3. When? Where? How?:
  - a. Decide on your date, time, and Zoom ID
    - i. CSEA can provide a Zoom ID if needed.
4. Register (click on the links below)
  - a. [Your club](#)
  - b. [Your members](#) (individuals must fill this out)
  - c. [Your Advisor](#) (your faculty or staff advisor must submit this.)
  - d. [Your club constitution](#)

\*Clubs must show membership growth within the first 60 days. See [Maintaining Club Status](#) for more information.



# STARTING A STUDENT ORG: NEXT STEPS

Your check list to make your student org grow. Do this in the first 8 weeks.



**Social media pages.** To support professional networking and the application of student leadership skills to professional success, clubs may create these spaces. Check out the [social media guidelines page](#) for more info!



**D2L Bright Space.** Each student organization has its own D2L organizational container. This is for your club documents (minutes, we put your financials in there, etc.). You can also use the collaborate feature for your meetings.



**Zoom or In-person.** Student orgs may meet virtually via Zoom or in-person. Sign up for your [free zoom](#) account or reach out to [clubs@nu.edu](mailto:clubs@nu.edu) for the shared Zoom login information.



**Meet!** Get going meeting! Create your agenda, make your meeting minutes, and invite your friends! Need help? Email [clubs@nu.edu](mailto:clubs@nu.edu).

Remember!: Clubs may record the meeting, if so desired. If a club decides to record a meeting, they must notify the participants before the meeting begins to afford the opportunity of participants to leave.

**FYI: [Click here for Robert's Rules of Order.](#)**

**CSEA's suggested format for running meetings.**

National University clubs and student organizations are committed to **accessibility**. Please be aware that many National University staff, faculty, and students may require accommodation or may use assistive technology. Club presidents should not hesitate to contact [Student Accessibility Services](#) at [sas@nu.edu](mailto:sas@nu.edu) to request assistance in providing accessible meetings or events.





# THE FINANCIAL SECTION

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## COLLECTING FUNDS:

**All registered student organizations get a three digit account code. KEEP THIS!**

Here's how it works:

1. Student orgs can fundraise using this [Jotform](#). This is secure, though there is a fee attached.
2. After you collect payment, the money goes into the larger NU account. We use the three digit code at the end of the month to credit your student account with the money you collected.
3. Clubs@nu.edu will send your org treasurer the monthly club ledger/balance, and they will put it into your financial records.

## REIMBURSEMENT PROCESS:

Submit the following to clubs@nu.edu:

[Check Requisition Form \(CRF\)](#) with signatures from both your **club president** and **treasurer**.

[W-9](#). No student org is authorized to receive payments, reimbursements, expenses to individuals/vendors/etc. without a W-9 on file.

Meeting minutes showing approval of reimbursement requests.

Itemized receipts or invoices showing the amount spent.  
These docs must show that money was paid (i.e., it cannot simply be a bill.)

**All approved check requisition forms, following submission to CSEA, will take approximately 30 business days to process.**



# THE FINANCIAL SECTION FAQS

## What if we have club funds, and we want to withdraw money to pay for an event or purchase things we need?

Clubs are permitted to withdraw their funds. Here's how:

1. Submit the [Check Requisition Form \(CRF\)](#), with all appropriate signatures, and the Board Minutes, approving the disbursement.
2. The student member in charge of financials must fill out the Check Requisition Form; it must be signed by all appropriate signatories.
3. Requests must be made at least 30 days before the funds are needed. Email your documents to clubs@nu.edu for approval; if approved, they will be forwarded to AP. All supporting documents must be included in the request.

### After using the money, do this:

Submit all receipts within 15 days of purchase for the event for which funds were approved by the board to clubs@nu.edu.

**If student groups fail to submit receipts by the 15th day after their approved activity, they will lose the privilege of accessing funds before an event.**

## Can clubs solicit donations or sponsors for events or competitions?

Yes! We will need their tax ID, and they need ours. Here's the thing: we can't give them anything back [no advertising or any kind of monetary reciprocity (per IRS regs)], but you can recognize them on your website for being a donor, with their permission.

**NUSO Tax ID:  
81-4045299**

## What if donors make a large contribution to our group?

Contributions to your student organization larger than \$5,000 must go through NU's Office of Development (<https://giving.nu.edu/>)



# THE FINANCIAL SECTION FAQs - CONT.

## What if our club wants to organize an event with another club, but the proceeds go to a third party?

First, if that's the case, your orgs are amazing!

Next, do this:



1. **Email clubs@nu.edu with the minutes** from both student organizations. [The minutes should contain the details of the event, the organization your orgs will be supporting, how much you will contribute, and any other information.]
1. **Set up the [Jotform](#)** to collect funds for the third party.
2. **Fill out the CRF** to receive the funds. The name of the third party should accompany the CRF, along with their tax ID and/or W-9.

### After your event:

1. **Donate funds** to the recipient within 30 days of the event via a CRF with the 3rd party's information.
2. **Make sure minutes show** the outcomes of the event (money raised, how many folks attended, and other important notes).

## What if we want to donate some of our funds to a non-profit?

If a club has funds in its account that it would like to donate to a non-profit, it may do so via vote, according to its normal process. The vote and authority must be recorded in the meeting minutes.

## Do clubs have their own account ledger?

Yes! Clubs operate as their own 501(c)(3) non-profit organization. Each club has their own agency code which our amazing NUSO accountants, pictured below, use to distribute funds to the appropriate party.



**Kathy Walch**  
Sr. Accountant



**Carla Estrada**  
Manager, Accounting



# MASTERING SOCIAL MEDIA AND THE POLICIES

## SOCIAL MEDIA COMPLIANCE BEST PRACTICES

Always be...

- Honest, clear, transparent and accurate
- Respectful, civil, thoughtful, and safe
- Protect personal information and confidentiality
- Use good judgment, connect considerately, and think before posting
- Remember to use our disclaimer on the flyers you post.



## BOOST CLUB MEMBERSHIP! TAG NU IN YOUR POSTS

### How to tag NU:

When posting, the way you tag National University is based upon the social channel you're using. Here's how...

To tag us on each channel, use the following handles:

- Facebook: [@National University](#)
- Instagram: [@nationaluniversity](#)
- Twitter: [@NatUniv](#)
- LinkedIn: [@National University](#)
- TikTok: [@national\\_university](#)



Mind and Body Wellness Instagram!  
[@mindbodywellnessnu](#)

When you tag us we can then engage on the post or share it on our channels.

**Note:** Please use the correct optimized image size for each channel so we can share it on ours. Use [this guide](#) if needed.

Use our hashtags **#NUCSEA** and **#NUfam**

**BONUS:** Look out for the **monthly email sent to your student email** from [clubs@nu.edu](mailto:clubs@nu.edu) with the list of Student Clubs + Events to make sure your club is featured and all the info is correct. If not, let us know!



# SOCIAL MEDIA LEGAL DISCLAIMERS

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## Compliance and Legal want you to know:

### Social media content:

Student groups are responsible for the content they post on their website and social media pages. Any that post inappropriate or unlawful content may result in disciplinary action, including, but not limited to, disbandment of the student organization and be disciplined for violations under the code of conduct. Also, individual members responsible for posting such content may be subject to sanctions. Sanctions may include disbanding the student organization; individual responsible members may also be subject to sanctions, including civil or criminal liability.

### Code of conduct regarding websites + social media:

Any such websites and pages must adhere to the Student Code of Conduct, any and all university policies, and National University Student Organizations ("NUSO") webpage/site guidelines. Any such websites and social media pages associated with a student organization must adhere to the Student Code of Conduct, all university policies, and the NUSO webpage/site guidelines.

Student organizations should also be aware that any content posted on their websites or social media pages may be subject to copyright or other intellectual property laws. It is the student organization's responsibility to ensure that all content posted is original, properly cited, or appropriately licensed.

### Views expressed on website + social media:

Lastly, any views expressed on a student organization's website or social media page are those of the organization and not necessarily those of the University. The University does not endorse any views expressed by student organizations or their members.



**No club is permitted to post pictures of children, unless they have a General Talent Release on file, signed by the child's parent/guardian.**

**[Click here for NU's Code of Conduct](#)**



# LOGO GUIDELINES + APPROVAL PROCESS

## NU BRAND COLORS



#003A92



#23BDC1



#f2ede9



#333333



#4b79bc



#9c399e



#85a511



#827b6e



#00a3a2



#dd4b24



#d5d039

If your club is part of a larger national or state-wide org that has its own logo, or you would like to design your own logo, you must include the NU logo as a part of the design on promo items (fliers/apparel) and online (website/social media). The NU logo itself cannot be altered. Please see Logo Lockups below for more details.

After a logo design has been created, send it to clubs@nu.edu for approval. Please allow 45 days for the approval process. Once approved, clubs@nu.edu will notify you. Approved apparel items are tee-shirts, onesies, writing implements, lanyards, and sweatshirts.

## LOGO LOCKUPS

- Always use a 1-pt dividing line (Royal Blue) that is equally spaced [N] between logos.
- The dividing line is the height of the NU logo.
- If multiple affiliate logos are needed, they can be stacked, and sized/spaced equally to fit within the confines of the height of the National University logomark.
- Vertical partnership lockups follow the same spacing structure—just below the NU logo; these logos below the dividing line are left-aligned and always match the height of the NU logo. **The NU logo always comes first.**



# ADVISORS: WHAT TO EXPECT

## General Guidelines:

Student org advisors act as community mentors and introduce students to best practices in the field of interest.

Anyone who works at NU can volunteer to be a student organization advisor. This includes adjunct faculty and staff.

## Reminders:

Being an advisor cannot interfere with the execution of your employment duties with the university.

This is strictly an optional, voluntary position outside the scope of your university position, unless otherwise agreed to and approved by the university in writing.

## ADVISOR AGREEMENT FORM

- Ensure the Student Organization has completed all registration documents (per CSEA website),
- Ensure that the NU Student Registration and Liability Form is filled out by all new members;
- Ensure organization timely completes required paperwork to Center for Student Engagement and Activities (CSEA) and provide oversight and support for any activities the organization might have.
- Provide oversight and support for the organization with respect to a financial accounting for the event and ensure that accounting is turned in in accordance with the NU Student Organization Handbook.
- Remain at events that require medical oversight.

## ADVISOR FAQS

**Q: I am an advisor for a club. This is time-consuming. Do I get paid?**

A: No. Not monetarily! Just in terms of your heart getting bigger and with the thanks of our amazing students!

**Q: What happens if I can no longer serve as advisor to the student org?**

A: The club should ask another faculty or staff member. Should the advisor be unable to fulfill their duties, the student organization will be suspended until such time as a new advisor can commit to the organization.



# MAINTAINING CLUB STATUS

## STAY CURRENT AND ACTIVE

Let us know you exist and are active. **Your club must have at least 10 active members within your first 60 days and 20 within 90 days to maintain club status.** Have new officers? Let us know about them within 30 days of filling the role. Remember: you must show activity for 90 consecutive days to maintain your org. The easiest way to do this is to attend ICC.

## BE INCLUSIVE

Membership and all privileges, including voting and officer positions, must be inclusive and extended to all students, regardless their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, generic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Discrimination on any of these bases is prohibited and will not be tolerated by the student organization.



The student organization should also ensure that its membership requirements do not have an adverse impact on any group of students based on their protected characteristics. Any membership requirements should be necessary for the organization's purpose and applied equally to all members.

Just make sure they also meet the minimum requirements for membership, too. (See starting a new club section)

## CLUB NAMES

All student organizations must have this sequence in their student organization name: Name@NU or Club Name at National University. Any name that distracts from the learning environment or is offensive is prohibited.





# DENYING OR REVOKING CLUB STATUS

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Eligible organizations are permitted to register and maintain registration during the calendar year, unless National University finds that the student organization:

- Seeks to accomplish its objectives, goals and purposes, or activities using or inciting violence; or
- Engages in activities that materially or substantially interfere with the discipline and normal activities of the University or with the rights of others; or
- Exclusively seeks personal gain; or
- Engages in activities that present a danger to property, personnel, and/ or business operations of the University; or
- Refuses to comply with federal, state, or local laws, including, but not limited to, the University rules and regulations.

Failure to meet any of the foregoing and ensuing obligations could result in revocation of the student organizations registration:

- Not depositing funds into the three-digit university-issued account or going through the formal reimbursement or check request process;
- The club has been inactive for more than three (3) consecutive months by any one or combination of: failing to hold regular meetings;
- Lacks five (5) active principal members and growth to 20 members within 90 days (as evidenced through registration form data); or
- Demonstrates other signs of inactivity.

In denying or revoking registration, National University retains the right, and the student organization expressly agrees, to cancel the registration of the organization for any reason at any time, including, but not limited to:

- Individual members' past or current conduct
- Student group organization's past conduct
- Student group stated objectives

If registration is denied or revoked by NUSOBOD, the group may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. The NUSOBOD, in its' sole discretion, has the authority to grant or deny the appeal.

Appeal of any such decision may be made to the [Office of Student Affairs](#) within thirty (30) days' notice of the withdrawal of the student organization's registration.



# INSURANCE FINE PRINT

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Registered student organizations are independent voluntary organizations and are not agents or representatives of National University. As such, National University shall not be responsible for any damages that may arise from actions, behaviors, or non-actions of any registered student organization and its members.

The registered student organization and its' members are solely responsible for all liability arising from or related to the actions, behaviors, or non-actions of their members and officers, and shall defend, indemnify, and hold National University harmless for any and all claims, demands, causes of actions, damages, or expenses that may arise out of or in connection with any activities related to the registered student organization.



# APPENDIX - STUDENT CLUB DIRECTORY

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## [Cybersecurity Team \[NUCL3@R\]](#)

Meeting times vary. Open to all students.

## [Educators United](#)

Second Thursday of every month. Open to all students pursuing careers in K-12.

## [Healthcare Leaders](#)

Second Wednesday of every month. Open to all students pursuing careers in healthcare

## [Mind + Body Wellness](#)

Fourth Thursday of every month. Open to all students.

## [NU Student Nurses' Association - Fresno](#)

Meeting times vary. Open to Fresno nursing cohorts.

## [NU Student Nurses' Association - Los Angeles](#)

Meeting times vary. Open to Los Angeles nursing cohorts.

## [NU Student Nurses' Association - San Diego](#)

Meeting times vary. Open to San Diego nursing cohorts.

## [Omega NU \(NU's Student Leadership Organization\)](#)

Third Tuesday of the month. Open to all students.

## [Planetree Student Committee](#)

Third Monday of each month. Open to all students.

## [Phi Alpha Delta Pre-Law + Law Societies](#)

Meeting times vary. Open to all pre-law and JD students.

## [Pride@NU](#)

First Wednesday of the month. Open to LGBTQIA+ and allies.

## [Public Health Student Organization](#)

Second Tuesday of the month. Open to all pursuing a career in Public Health.

## [Student Veteran Organization](#)

Second Thursday of every month. Open to student veterans + military affiliated.



# APPENDIX - JOTFORM LINKS

[Student Organization Registration + Liability Form](#)

[New Student Organization Application](#)

[Student Organization Advisor Agreement](#)

[Student Organization Constitution Builder](#)

[Make a Payment to a Student Organization](#)

[Student Club Leadership Interest Form](#)

# APPENDIX - CERTIFICATES OF COMPLETION

## EFFECTIVE LEADERSHIP



## SAFE ZONES



# APPENDIX - CSEA STUDENT VOICE BLOG

[cseavoice.blog](https://cseavoice.blog)



## HOW TO GET FEATURED!

We want to hear your stories! We accept blog post submissions on an ongoing basis via this [JotForm](#).

Some general guidelines:

Your post should be inspirational to others. Our goal is to have you leverage your experience to help other students in our NU community. Please target a total wordcount of 200-500 words.

Please include 2-4 pictures as well.



# APPENDIX - STUDENT LEADERSHIP ROLES

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Each role has approximately a 1.5-2 hour monthly time commitment.

## President (Chair)\*

The president serves as the general spokesperson for their club. They lead monthly meetings, delegates tasks, and ensures that the club is following its bylaws.

## Vice President (Co-Chair)

The vice president serves as a collaborator and support to the president. They help lead monthly meetings and share the workload with the president.

## Treasurer\*

The treasurer manages the clubs finances. They assist with fundraising efforts, prepare paperwork for reimbursements, and serve as the liaison between the club and the CSEA Office throughout payment and reimbursement processes.

## Inter-Club Council Representative\*

The inter-club council (ICC) representative attends the monthly ICC meetings on behalf on their club. They will share out updates, collaborate with other student orgs, and bring back any important information to their club.

## Secretary

The secretary prepares and maintains club documents, manages club communications and takes notes at each meeting.

## Social Media Manager

The social media manager maintains the club's social media accounts, creating content and flyers to post.

## Alumni Liasion (only open to alumni)

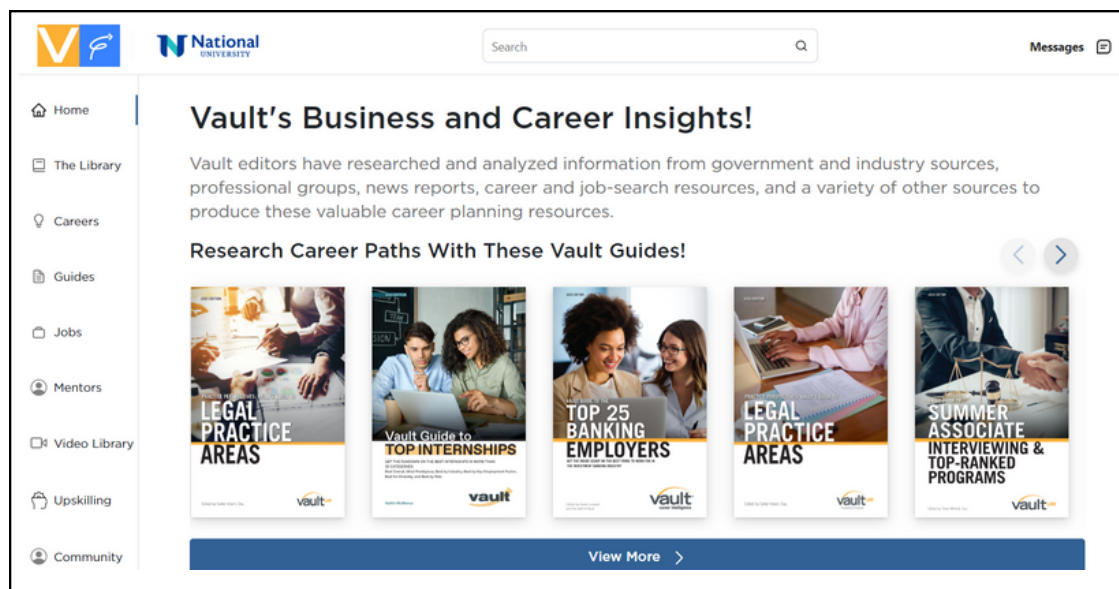
The alumni liasion helps maintain and build connects with club alumni.

**\*Required to maintain club status. Other roles are optional.**



# APPENDIX - ADDITIONAL ENGAGEMENT OPPORTUNITIES

## NU Mentoring Network



## NU Speaker Series


Some previous speakers (click to view the event recording!):

- [Dr. Edith Dorsey](#) (NCU, PhD '17) - Founder and CEO, EDD Consulting LCC
- [Dr. Steven Jones](#) - Founder and CEO, JONES
- [Dr. Heidi Squier Kraft](#) - Chief Clinical Officer, PsychArmor

## Alumni Association (open to students!)

**Alumni Association Meeting** 📅

Join us the third Thursday of the month at 12pm PT for a meeting of the NU Alumni Association. Graduates from National University, Northcentral University, and John F. Kennedy University are encouraged to attend. [Register here.](#)



**NU Alumni Association Chapter Chat** 📅

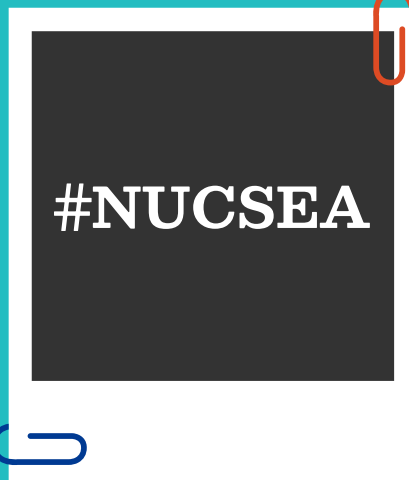
🕒 5:30 PM to 6:00 PM

Join us for informal networking with members of the NU Alumni Association on the fourth Monday of the month at 5:30pm PT. [Register here.](#)




Prepared by

PATRICIA R CARDOZO & JASMINE BANKS



Center for Student Engagement and Activities  
[clubs@nu.edu](mailto:clubs@nu.edu) | [nu.edu/csea](http://nu.edu/csea)  
[linktr.ee/nu.csea](http://linktr.ee/nu.csea)

Approved by  
NUSO BOARD OF DIRECTORS