

## Roster Update Directions

1. Use your roster sheet from the previous quarter to update your roster. Only the chapter president is allowed to update the roster. All updates must be signed and dated by the chapter president.
2. Make sure that you delete all members who have either graduated or are no longer affiliated with the chapter. Cross them out and place a **(D)** beside their name
3. Mark members as either living in the residence hall **(R)**, out of house **(O)**, or in-house **(I)**.
4. If your chapter did recruitment/ intake and took new members during the current quarter, they **MUST** be listed on the roster as new members regardless of whether or not they have been initiated yet. If they have been initiated they **MUST** still be listed as new members. All new recruits must be listed as a new member on a roster during the quarter they accepted a bid. *Use the blank roster sheet to add new members.* You will also mark **(A)** beside their name to add them to your roster.
5. Once a new member class has been initiated and on a roster for one quarter, **THEN** they can be listed on the roster as an initiated member. Initiates are the current members of the chapter who have been initiated already. You will designate them with a **(C)** to change their status beside their name on the roster.
6. We must have PID numbers for all members.
7. IFC fraternities need to have all members sign a Bid Card for their grades to be released. WPA sororities must fill out the COB form during informal recruitment to have grades released. During formal recruitment, WPA new members already sign the release form through the application process. NPHC, Alpha Psi Lambda and Sigma Lambda Gamma must full out paperwork that is consistent with Intake processes.
8. Rosters must be updated by the 4<sup>th</sup> week of the quarter for initiates. Rosters for new members must be updated by the 8<sup>th</sup> week of the quarter. Failure to do this and fill out an accurate report will result in the chapter not having grades run for their chapter for that quarter. **NO QUESTIONS ASKED!**