

SORORITY OFFICER & MEMBERSHIP ROSTER MANAGEMENT

OFFICER ROSTERS

DECEMBER

- Associate Dean of Student Affairs will email outgoing presidents attaching chapter specific spreadsheets.
- Outgoing presidents should work with incoming presidents to complete and submit by expressed due date.
- Student Affairs will enter this information into the online form on My Westminster. This includes the Panhellenic Council officers.

OFFICER CHANGES

- Chapter presidents should notify Student Affairs of any changes.

MEMBERSHIP ROSTERS

DEPLEDGE/DEACTIVATION

- Chapter presidents are responsible for notifying Student Affairs of any departure from the organization whether due to depledging or deactivation.
- Complete a **Membership Discontinuation form** in Student Affairs. This will remove the member from your roster, but does not get communicated to your advisor or national organization.

AUGUST

- Two-tier total requires updated rosters to be submitted to Student Affairs within the first week of the semester. Fall total will be set within the first two weeks of the semester.
- Rosters can be emailed to Associate Dean of Student Affairs. They should include first and last name (in two separate columns). Excel files are preferred.
- Student Affairs will compare chapter rosters with office records and will communicate with chapters to reconcile differences.
- Once all rosters are reconciled, campus total will be set.

FALL PICK UP

- This process is called Continuous Open Bidding (COB).
- Once Fall total is set AND a chapter is notified they can pick up additional members, the chapter should clear names of their prospects with Student Affairs to ensure the PNM's eligibility.
- If approved, the chapter must complete a **COB form** and submit to Student Affairs. These names will automatically be added to Student Affairs Office records.
- Additionally, green **Grade Release cards** are required for all new members.
- If the member depledges at any time in the new member period, a **Membership Discontinuation form** should be submitted to Student Affairs.

DECEMBER GRADE CHECKS

- In preparation for Greek grade reports, Student Affairs will send each chapter a roster as filed with the office. Chapter presidents should review the roster and submit changes by the communicated deadline.
- The appropriate membership paperwork should be completed for depledged/deactivated members.
- Members on the Student Affairs roster at this time WILL be on grade reports and calculated in chapter GPA unless corrected. This cannot be corrected once grade reports are run.

JANUARY (PRIMARY RECRUITMENT)

- Rosters MUST be reconciled BEFORE formal recruitment begins so that NPC can accurately set quota.
- Rosters can be emailed to Associate Dean of Student Affairs. They will be reviewed and the chapter will be contacted to reconcile differences or with confirmation that rosters are approved.
- At the conclusion of formal recruitment, new members will be added to the roster based on bid lists from Campus Director.
- Additionally, green **Grade Release cards** are required for all new members.
- Any new member that does not accept a bid or depledges should be communicated to the Student Affairs Office by the President of the chapter. A **Membership Discontinuation form** must be completed.

***Residence Life will contact chapter presidents regarding housing assignments for the next academic year around March of the previous year. Chapters should work with Residence Life to complete and submit the appropriate information.

MAY GRADE CHECKS

- In preparation for Greek grade reports, Student Affairs will send each chapter a roster as filed with the office. Chapter presidents should review the roster and submit changes by the communicated deadline.
- The appropriate membership paperwork should be completed for depledged/deactivated members.
- Members on the Student Affairs roster at this time WILL be on grade reports and calculated in chapter GPA unless corrected. This cannot be corrected once grade reports are run.

FRATERNITY OFFICER & MEMBERSHIP ROSTER MANAGEMENT

OFFICER ROSTERS

JANUARY

- IFC Advisor(s) will gather this information at an IFC meeting and will type up and submit to Student Affairs.
- Student Affairs will enter this information into the online form on My Westminster. This includes the IFC officers.

OFFICER CHANGES

- Chapter presidents should notify Student Affairs of any changes.

MEMBERSHIP ROSTERS

AUGUST

- Chapter presidents are responsible for submitting their rosters online here: https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Student_Affairs/ or by Navigating My Westminster: Community; Student Affairs; Fraternity Roster Form
- This includes membership, housing, and eating club/meal plan. If you already have or are planning to create an Eating Club, go to the IFC's My.Westminster website: https://my.westminster.edu/ics/Campus_Life/Campus_Groups/IFC/ and use the forms: *Fraternity House Dining Policy* and *Catering Request Authorization Form*.
- Student Affairs will reconcile this information with office records and will email chapters with discrepancies or confirmation.

FALL PICK UP

- New members should be reported at IFC meetings. IFC Advisor(s) will provide that information to Student Affairs and they will be added to rosters on file in the office.
- Additionally, green **Grade Release cards** are required for all new members.
- Depledging/deactivation should be communicated to Student Affairs. An email to suosioki@westminster.edu is sufficient.

DECEMBER GRADE CHECKS

- In preparation for Greek grade reports, Student Affairs will send each chapter a roster as filed with the office. Chapter presidents should review the roster and submit changes by the communicated deadline.
- Members on the Student Affairs roster at this time WILL be on grade reports and calculated in chapter GPA unless corrected. This cannot be corrected once grade reports are run.

JANUARY

- Chapter presidents are responsible for submitting their rosters online here: https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Student_Affairs/ or by Navigating My Westminster: Community; Student Affairs; Fraternity Roster Form
- This includes membership, housing, and eating club/meal plan. (See Eating Club information above under “August.”)
- Student Affairs will reconcile this information with office records and will email chapters with discrepancies or confirmation.

SPRING PICK UP

- New members should be reported at IFC meetings. Scooter will provide that information to Student Affairs and they will be added to rosters on file in the office.
- Additionally, green **Grade Release cards** are required for all new members.
- Depledging/deactivation should be communicated to Student Affairs. An email to suosioki@westminster.edu is sufficient.

MARCH HOUSING SELECTION

- Chapter presidents are responsible for submitting **the next academic year housing rosters** online here: https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Student_Affairs/ or by Navigating My Westminster: Community; Student Affairs; Fraternity Roster Form
- Residence Life will reconcile this information with office records and will email chapters with discrepancies or confirmation.

MAY GRADE CHECKS

- In preparation for Greek grade reports, Student Affairs will send each chapter a roster as filed with the office. Chapter presidents should review the roster and submit changes by the communicated deadline.
- Members on the Student Affairs roster at this time WILL be on grade reports and calculated in chapter GPA unless corrected. This cannot be corrected once grade reports are run.