SORORITY WOMEN - UPDATING YOUR CHAPTER ROSTER WITH THE OFFICE OF STUDENT LIFE

It is important that each chapter maintains an accurate and up-to-date roster with the Office of Student Life. Rosters are used in the following administrative areas: Maintain an on file chapter roster; Update records in the Student Information System (SIS); Generate grade reports; Determine chapter total; Attendance at required events.

All roster updates are the <u>sole responsibility</u> of the chapter.

You may request a copy of your roster at any time to ensure accuracy.

To make any updates to your roster, you will need to fill out the **Roster Update Form** and present it to the Office of Student Life. **Incomplete forms will not be accepted.**

Below is a guide to assist you in properly completing the **Roster Update Form**.

ADDING A MEMBER - Sorority	
Formal Recruitment	A new roster will be generated by the Office of Student Life immediately following Formal Recruitment. New members will have already signed Membership Cards during Formal Recruitment.
Informal Recruitment (COB, COR)	Before a new member can be added through Informal Recruitment, they must have their grades checked. Please consult the **Potential New Member Grade Release Process**, then print and complete the **Potential New Member Grade Release Form** (Both documents can be found under the FSL Documents & Forms online). <u>Immediately</u> after being extended a bid and prior to any initiation or ceremony, the new member must complete the following paperwork in the Office of Student Life: read and sign the COB Membership Acceptance Binding Agreement from NPC and sign a Membership Card which gives consent for her grades to be released, provides the member with information about the UNI Hazing Policy, and updates her contact information. She will then be added to your roster.
Affiliated Transfer	If your chapter affiliates a transfer member, you will need to email the Office of Student LIfe with the name of the member and the semester she will begin at UNI. When the member arrives at UNI, she must sign a Membership Card in the Office of Student Life, which gives consent for her grades to be released, provides the member with information about the UNI Hazing Policy, updates her contact information. She will then be added to your roster.

***Turn to page 2 for instructions on how to remove a member.**

REMOVING A MEMBER - Sorority Check the appropriate box on the Roster Update Form. Below is an explanation of each status.			
Released Prior to Initiation	If a new member decides to deny/cancel her membership before she has been initiated with your chapter.		These members do not count towards Total.
Graduated	If a member has Graduated from UNI.		
Transferred	If a member transfers to another school.		
Cancelled Membership	If a member is Deactivated, Withdrawing, Cancelling her membership voluntarily.		
Terminated	If a member has been Terminated by the chapter.		
Alumnae Status **See details in the MOI about this status or contact the Greek Life Advisor.*	**Remaining at UNI for 1 semester**	If a member has moved to alumnae status within your chapter, but is still enrolled at UNI for **only 1** semester (including Student Teaching, Study Abroad, Internship, etc.), she will remain on your Active Roster. After one semester, she will be automatically removed from your roster.	*This member counts towards Total.
	Remaining at UNI for more than 1 consecutive semester	If a member has moved to alumnae status within your chapter, but is still enrolled at UNI for **more than 1** consecutive semester (including Student Teaching, Study Abroad, Internship, etc.), she will be removed from your Active Roster.	This member does not count towards Total.
Study Abroad, Internship, Student Teaching, Military Duty, etc.	**1 Semester**	If a member is gone for **only 1** semester, she will remain on your Active Roster.	*This member counts towards
	More than 1 consecutive semester	If a member is gone for **more than 1** consecutive semester, she will be removed from your Active Roster. Upon her return, please contact the Office of Student Life via email and the member will be added back on your Active Roster.	This member does not count towards Total.
Inactive Status **See details in the MOI about this status.*	If a member is granted inactive status by your chapter, she will be removed from your Active Roster. When the member returns to Active status, notify the Office of Student Life via email and she will be added back to your Active Roster. The inactive status will extend over the entire academic year during which inactivity is granted.		This member does not count towards Total.
Other	For any other situation, please consult your chapter's inter/national policies as well as the Greek Life Advisor.		

Updated 10/3/2017

Sorority ROSTER UPDATE FORM

FRATERNITY & SORORITY LIFE
University of Northern Iowa

INSTRUCTIONS

Please read this form carefully. This is your organization's opportunity to update your chapter roster which is used for various record keeping purposes within the Office of Student Life, Panhellenic Council and Inter-Fraternity Council. Please ensure that the person completing this form has accurate information about the member status of each member of your organization. **All roster updates are the sole responsibility of the chapter.**

PLEASE NOTE: Failure to update your roster can affect your organization's academic standing, official chapter total, and roster for required events.

Incomplete forms will <u>not</u> be processed.

*Within Office of Student Life records, New Members will be automatically moved to Active status after one semester, unless otherwise noted on this form.

CHAPTER INFORMATION

Chapter: _____

Date Updated: _____

Chapter Total: _____
*After completing this form, this number should correctly state your chapter size, including New and Active Members.

APPROVAL

My signature indicates that I have reviewed the roster, completed any necessary changes, and confirms that the information submitted is correct and accurate.

_____	_____	_____
Signature	Chapter Position	Date

This form should be turned in to the Office of Student Life for processing.
You may request a copy of your roster at any time to ensure the appropriate changes have been made.
You may need to make multiple copies of p. 3 - Membership Information

SORORITY MEMBERSHIP INFORMATION

Updated 10/3/2017

Name: _____

- ☐ Released Prior to Initiation
- ☐ Graduated
- ☐ Transferred
- ☐ Cancelled Membership
- ☐ Terminated
- ☐ Alumnae Status (**1** semester)
- ☐ Alumnae Status (**2+** semesters)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**1** semester)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**2+** semesters)
- ☐ Inactive Status
- ☐ Other

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

_____ Initial/Date when complete

Name: _____

- ☐ Released Prior to Initiation
- ☐ Graduated
- ☐ Transferred
- ☐ Cancelled Membership
- ☐ Terminated
- ☐ Alumnae Status (**1** semester)
- ☐ Alumnae Status (**2+** semesters)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**1** semester)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**2+** semesters)
- ☐ Inactive Status
- ☐ Other

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

_____ Initial/Date when complete

Name: _____

- ☐ Released Prior to Initiation
- ☐ Graduated
- ☐ Transferred
- ☐ Cancelled Membership
- ☐ Terminated
- ☐ Alumnae Status (**1** semester)
- ☐ Alumnae Status (**2+** semesters)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**1** semester)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**2+** semesters)
- ☐ Inactive Status
- ☐ Other

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

_____ Initial/Date when complete

Name: _____

- ☐ Released Prior to Initiation
- ☐ Graduated
- ☐ Transferred
- ☐ Cancelled Membership
- ☐ Terminated
- ☐ Alumnae Status (**1** semester)
- ☐ Alumnae Status (**2+** semesters)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**1** semester)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**2+** semesters)
- ☐ Inactive Status
- ☐ Other

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

_____ Initial/Date when complete

Name: _____

- ☐ Released Prior to Initiation
- ☐ Graduated
- ☐ Transferred
- ☐ Cancelled Membership
- ☐ Terminated
- ☐ Alumnae Status (**1** semester)
- ☐ Alumnae Status (**2+** semesters)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**1** semester)
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc. (**2+** semesters)
- ☐ Inactive Status
- ☐ Other

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

_____ Initial/Date when complete