FRATERNITY MEN - 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 - Fraternity	
Recruitment	Before a new member can be added, they must have their grades checked. Please consult the **Grade Release Process**, then print and complete the **Grade Release Form** (Both documents can be found under the FSL Documents & Forms online). <u>Immediately</u> after being extended a bid, the new member must sign a Membership Card with the Office of Student Life which gives consent for their grades to be released, provides the member with information about the UNI Hazing Policy, and updates their contact information. They will then be added to your roster.
Affiliated Transfer	If your chapter affiliates a transfer member, you will need to have the member sign a Membership Card which gives consent for their grades to be released, provides the member with information about the UNI Hazing Policy, and also updates their contact information and adds them to your roster.

REMOVING A MEMBER - Fraternity	
Check the appropriate box on the Roster Update Form. Below is an explanation of each status.	
Released Prior to Initiation	If a <u>new member</u> decides to deny/cancel his membership before his has been initiated with your chapter.
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 his membership <u>voluntarily</u>.
Terminated	If a member has been Terminated by the chapter.
Study Abroad, Internship, Military Duty, Student Teaching, etc.	If a member is gone for one of these reasons, they will remain on your Active Roster and their absence will be noted as such. Upon their return, please contact the Office of Student Life <u>via email</u> and the note of the member's absence will be removed.
Other	For any other situation, please consult your chapter's inter/national policies as well as the Greek Life Advisor.

Updated   10/3/2017

Fraternity 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 grade report, official chapter total, and roster for required events.

Incomplete forms will be not be processed.

*Within the 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

FRATERNITY MEMBERSHIP INFORMATION

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete

Name:

- ☐ Released Prior to Initiation
- ☐ Graduated ☐ Transferred
- ☐ Cancelled Membership ☐ Terminated
- ☐ Study Abroad/Internship/Military Duty/Student Teaching, etc.
- ☐ Other:

Office Use Only

- ☐ SIS
- ☐ Online Roster
- ☐ Membership Card

Initial/Date when complete