

Fall 2011 Roster Update Instructions

The excel spreadsheet attached with this document is a copy of your final spring 2011 Roster. It is now time to submit an updated roster for your chapter. **There is 1 thing you need to do for each member to update your fall 2011 Roster correctly.** Please read the instructions below on how to accurately submit an update for your fall 2011 Chapter Roster.

Information you need to update your roster:

- ∅ List of all members in the chapter
- ∅ 1000 numbers for anyone that was not listed on the spring 2011 Fraternity & Sorority Life Roster

How to update your fall 2011 roster

Step 1: Open the excel spreadsheet that was emailed to you from Susann Asebedo on Sept. 2nd

Note: Do not delete any members from the original document. You may change the status of a member and add new members, but you may not delete anyone from the spreadsheet.

Step 2: Select a current status in the Current Status column for each member listed on the roster. An explanation of each status is below.

The following statuses will count towards your total number of members on your fall 2011 roster:

- ∅ MEMB – Member status is for any member that is considered active in your chapter and joined before fall 2011
- ∅ PROV- Provisional status is for any member that joined the chapter in fall 2011

Note: All members and new members as of Sept. 16, 2011 must be listed on the fall 2011 update. No one can be deleted after this date. New members joining the chapter after Sept. 16th can be added until November 2nd.

The following statuses will not count towards your total number of members on your fall 2011 roster:

- ∅ GRAD- A member who graduated from UTA prior to fall 2011
- ∅ INACT (Inactive)- A member who is not paying dues to the chapter
- ∅ NE (Not Enrolled) – A member who is not enrolled in classes at UTA in fall 2011
- ∅ TRANS – A member who transferred out of your chapter in fall 2011
- ∅ DIS (Disaffiliated) – A member who is no longer a member of the national organization

Step 3: Add any member not listed on the roster to the bottom of the list. Please insert the following information for any member that is added to the roster.

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|--------------|--------------------------------|
| ∅ 1000 # | ∅ Previous Status (fall 2010) |
| ∅ First Name | ∅ Current Status (spring 2011) |
| ∅ Last Name | ∅ Semester Joined |

Step 4: Check to make sure that the Current Status column has the correct selection for each member.

Step 5: Save document as Updated fall 2011 Roster

Step 6: Open your UTA email account and attach the **Updated fall 2011 Roster**

Step 7: Send the email to susann@uta.edu by 9/16/2011 @ 5pm. Copy your Off-Campus (Alumni) Advisor on the roster email.

Once all 7 steps are completed, you have successfully submitted your fall 2011 Roster. Final Rosters will be sent from the office at the end of the semester after grades are posted.