

University of Virginia
Office of the Dean of Students - Fraternity & Sorority Life
2010: Chapter Information & Roster Update
DUE NO LATER THAN 5pm on MARCH 29, 2010

Chapter Name:

ROSTER UPDATE

1. On the red tab labeled, "Spring 2010 Update", we have attached a copy of the roster you submitted in Fall 2009. Please update your chapter's roster. This roster will be used to determine chapter grades as well as attendance at FOA Programs. This roster must be completed in its entirety and will be used in generating all academic and membership reports. Please do not leave fields blank. Please review all notes below:
 - a. REMOVING A MEMBER FROM YOUR ROSTER: If an individual is listed and is NO longer a member of the chapter, please type REMOVE next to their name. A member should be removed if s/he is no longer active, has graduated, or has terminated their membership. Their information will not be included in membership and academic reports.
 - b. ABROAD MEMBERS: If a member is studying abroad, please mark ABROAD next to their name. If a member is abroad, their GPA will not be included in the Spring 2010 grade calculation as grades for student's studying abroad from non-UVA programs are posted after the time reports are run. An abroad member will be counted for membership purposes.
 - b. ADDING MEMBERS: If a member is not currently listed on your roster and wish to add him/her, please complete their information on the NEW MEMBER TAB. A member will need to sign this form and this form will need to be handed into the Office of the Dean of Students/Fraternity & Sorority Life - Newcomb 149.
2. To submit the SPRING 2010 UPDATE: please log onto Collab, go to the "FSL-FOA" tab and under "Resources," upload the current roster.
3. NEW MEMBERS/PLEDGES: Please review the list of new members on the NEW MEMBER TAB. All new members will need to sign this form as well as type in their Student ID Number in the appropriate field. This form will need to be handed into the Office of the Dean of Students/Fraternity & Sorority Life - Newcomb 149.