

Fraternity & Sorority Life

Roster Update

Instructions

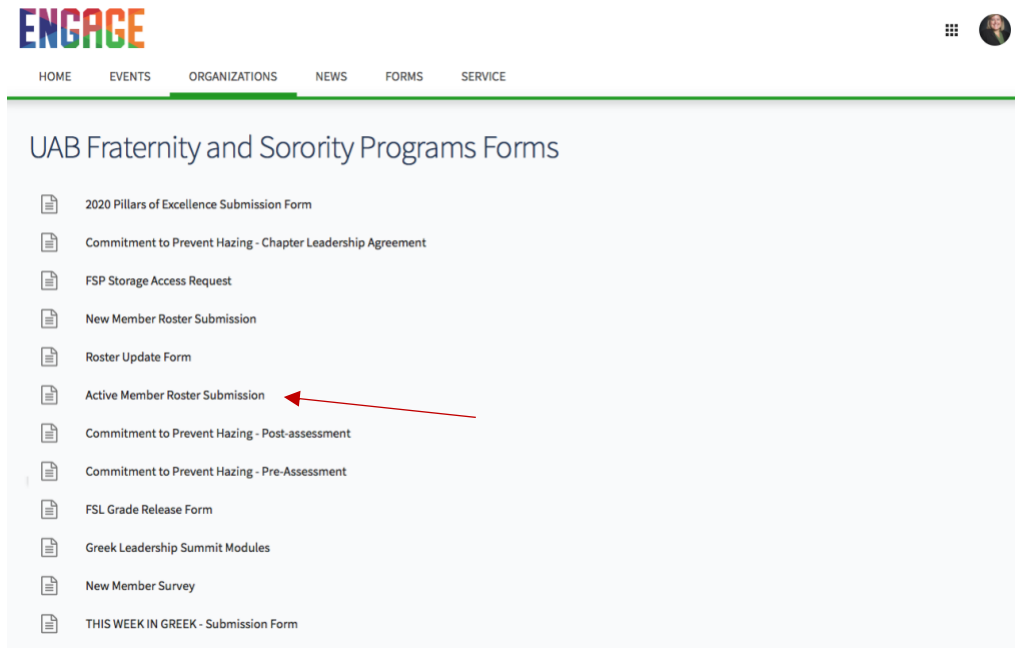
At the beginning of the fall and spring semester, chapter presidents will be required to submit an updated Active Member Roster through Engage. This roster should be submitted by the first Friday of both the fall and spring semesters. The steps to do so are as follows:

1. Access the Active Member Roster Template in the “**Documents**” section on the Fraternity & Sorority Programs page on Engage and download it to your computer.

The image shows two screenshots of the Engage website. The top screenshot displays the 'UAB Fraternity and Sorority Programs' page. It features the Engage logo, navigation links (HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, SERVICE), and a 'MANAGE ORGANIZATION' button. The page includes a description of the programs, contact information for Scotty R. (1400 University Blvd., Hill Student Center, Suite 230, Birmingham, AL 35294, US, Email: scottyr@uab.edu, Phone: (205) 934-8020), and a 'VIEW GALLERY' button. The bottom screenshot shows the 'Documents' section of the website. It has a 'Document Type' dropdown, a search bar, and a list of documents. A red arrow points to the 'Active Member Roster Template.xlsx' document, which was last updated on 11/22/19 at 1:22 PM. Other documents listed include 'New Member Roster Template.xlsx' and 'Roster Submission Instructions.pdf'.

2. Use the template to enter the names and Blazer ID's for all of your active chapter members. Be sure to list the Blazer ID only in the spreadsheet, not the full UAB email address. Save the spreadsheet so it's ready to be uploaded.

3. Access the Active Member Roster Submission in the “**Forms**” section on the Fraternity & Sorority Programs page on Engage.



4. Enter your name and chapter affiliation, and upload your active member roster by selecting “**upload file**”.

The screenshot shows the 'Active Member Roster Submission' form on the Engage platform. The Engage logo is in the top left, and navigation links for HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE are in the top right. A blue box contains instructions: 'BEFORE SUBMITTING THIS FORM - Please go to the documents section of the FSL Engage Page, download and complete the Active Member roster template. Once the template is complete, you may submit it using this form. Please note that there is a separate form and template for new members.' The form fields are: * Name, * Chapter, * Semester, * Roster (with an 'UPLOAD FILE' button highlighted by a red arrow), and * Additional Comments. A 'NEXT' button is in the bottom right corner.

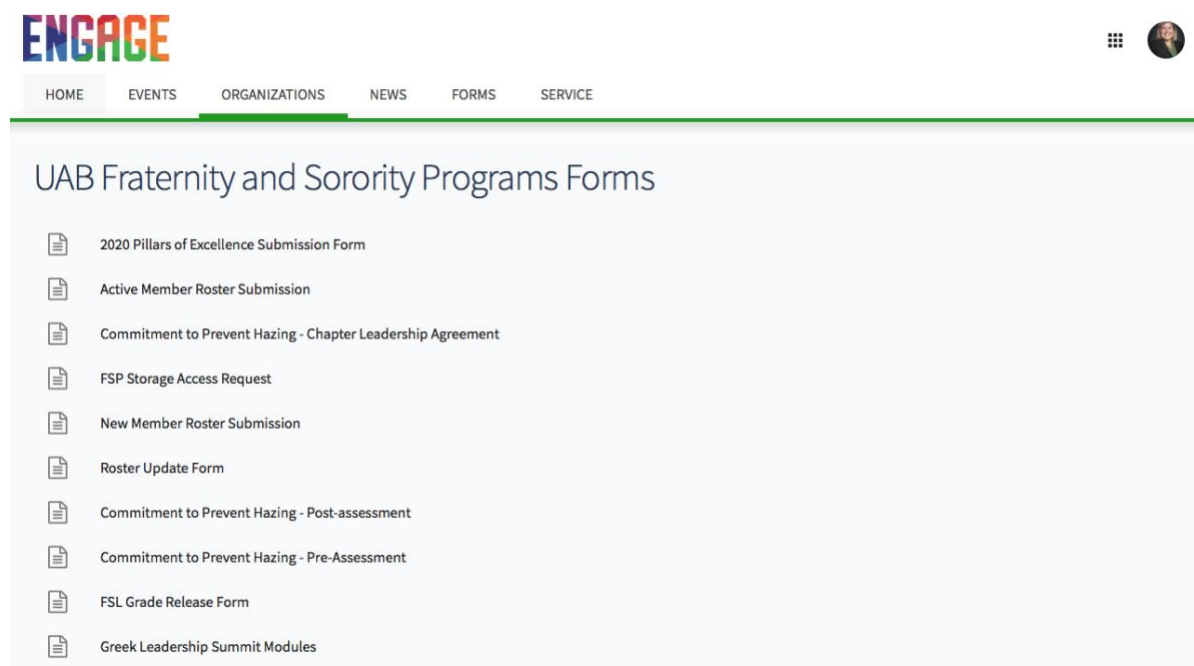
Chapters will follow the same steps using the New Member Roster Template and the New Member Roster Submission to complete the New Member Roster submission each semester. The New Member Roster is due immediately following your chapter's bid day, new member pinning ceremony, or upon accepting an invitation for membership (see intake section below).

**Please note, chapters conducting intake should submit a list of aspirants to the Assistant Director and Coordinator of Fraternity & Sorority Life prior to the start of their new member process. This information will remain confidential following submission.*

Roster Changes During the Semester

Chapter Presidents can remove a member from their active and new member rosters following the first Friday of the semester. The steps to do so are as follows:

1. Access the Roster Update form in the “**Forms**” section on the Fraternity & Sorority Programs page on Engage.



The screenshot shows the Engage website interface. At the top, the Engage logo is on the left, and a user profile icon is on the right. Below the logo is a navigation bar with links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. The 'FORMS' link is highlighted with a green underline. The main content area is titled 'UAB Fraternity and Sorority Programs Forms'. Below this title is a list of forms, each with a document icon and a title:

- 2020 Pillars of Excellence Submission Form
- Active Member Roster Submission
- Commitment to Prevent Hazing - Chapter Leadership Agreement
- FSP Storage Access Request
- New Member Roster Submission
- Roster Update Form
- Commitment to Prevent Hazing - Post-assessment
- Commitment to Prevent Hazing - Pre-Assessment
- FSL Grade Release Form
- Greek Leadership Summit Modules

2. Enter your organization name, as well as the names and Blazer ID's for the members that need to be changed. Then select the new status for the members' listed.

Roster Update Form

Roster Update

The **Roster Update Form** will be used to change the status of **ALL** members of Fraternity & Sorority organizations. Member statuses will need to be updated by the end of every semester. Choices of status for individuals include: Active, Inactive, New Member, Removed, and Alumni.

Note:

- all individuals labeled as "active", "inactive", or "new member" will be counted towards the chapter grade report.
 - Active - active, participating member of chapter
 - Inactive - non-active member of the chapter (study abroad, taking semester off, etc.)
 - New Member - candidate for joining chapter
 - Removed - dropped, transferred, or other reason for removal from chapter
 - Alumni - graduated member of chapter

* Organization

* Members' Name(s)

* Members' Blazerid(s)

* Members' new status

☐ Active

☐ Inactive

☐ New Member

☐ Removed

☐ Alumni

NEXT

**Please note, no changes will be made to chapter rosters following the last Friday of the semester in order for chapter GPAs to be accurately reported.*