Fraternity and Sorority Membership Roster Update Form

In order to maintain a consistent database of membership records, chapters will no longer add members to or modify members in the online ICS roster management system. **DO NOT GO INTO ICS AND UPDATE ANY MEMBER STATUS.** This information will be entered manually by the administrative staff in the Office of Fraternity and Sorority Life. Chapters will still maintain access to their ICS roster.   *As a reminder, chapters are responsible for the accuracy of rosters prior to the academic grade reporting process at the end of each semester.*

To add a member:
- Chapters will submit the Fraternity and Sorority Membership Card, found online and also in Sykes 238.

To change the status of a member:
- List the member information below and indicate the category of membership status change.
- Sign and date the form
- Submit the form to the Office of Fraternity and Sorority Life
  Once completed, please email this form to fsl@wcupa.edu and copy your staff advisor.
- If more changes need to be made than spaces available on this form, submit two forms.

1. Member – Initiated member
2. Associate – New member who joined during a given semester. Even if they have been initiated, do *not* change the status of these "Associates" until the beginning of the *next* semester. For instance, keep Spring 2014 new members as "Associate" until August 2014, and keep Fall 2014 new members as "Associate" until January 2015. We need this distinction in status for grade reporting.
3. Alumni – Member who was initiated and graduated from WCU
4. Inactive Member – Initiated member who became inactive from your chapter prior to graduating from WCU. There should be very few, if any, of these.
5. Inactive Associate – Someone who accepted a bid but was never initiated
6. Abroad – Member who has been initiated but is away for the semester studying abroad or on co-op/internship working, but is planning to return to WCU.
7. Removed – Former member who resigned his/her membership or was expelled from your organization.
8. Transferred – Member who transferred from WCU to another institution before graduation.

First Name	Last Name	Student ID	Current Membership Status (write out)	New Membership Status (write out)

CHAPTER:_____

Name of individual Submitting Form:_____

Signature:_____   Date:_____

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Date Received:_____   Date Updated in ICS:_____