Office of
FRATERNITY AND SORORITY LIFE
Division of Student Affairs

Greek Roster System Instructions

System Web Address: https://greekroster.app.clemson.edu/chapter/index.php

- Log into the system **(only chapter presidents have access)**
- Your chapter will display
- Click on the number (highlighted in purple) of members
- You will see a list of all "full members"
- On this page you have access to do the following:
    - Add a single member
    - Change the status of an existing member
        - Be sure to state the reason for each status change in the comment box
    - Download chapter roster
    - Email full (active) members or alumni

Membership Status Definitions

- <u>Alumni</u> – Members who have graduated, have received early alumni status, transferred from Clemson to another university, or are fifth year seniors who are still enrolled at Clemson and not active in the chapter.
- <u>Full Member</u> – New and initiated members are classified as "full" members.
    - Students who are studying abroad or interning/co-oping while still enrolled at Clemson should remain as full members.
- <u>Inactive</u> –Members who have been temporarily placed on Inactive status by the national organization or graduate chapter and will return to full member status after a period of time. **This status is for MGC and NPHC chapters only.**
- <u>Terminated</u> – Members who have been expelled by the chapter or have terminated membership without being granted official alumni status.
- <u>Did Not Accept Bid</u> – CPA Potential New Members who did not accept the bid they received at the conclusion of primary recruitment. **This status is for CPA chapters only.**
    - Note: these members cannot receive another bid from a CPA chapter until the next primary recruitment period.

Adding/Updating Officers and Advisors

- On your chapter page, click on the "*chapter info*" button (to the right of the number of members). You can add/update officers and advisors on this page.
    - Note: You can **not** add a new chapter president. You will need to contact your FSL advisor to add the incoming president and delete the out-going president.

Filter Function

- This feature is under the "Action" section on the chapter page. It gives the ability to search for an individual or a group of members by their status (Full, Terminated, Alumni) and term (i.e. Fall 2021).

Deadlines for Updating Rosters

- New members will be uploaded in the system by the FSL advisor as soon as primary recruitment is over.
- Member Status changes should be made by the chapter president as soon as the change occurs.
- Officer/Advisor information should be updated by the chapter president as soon as the change occurs.

Membership Cards (consent for academic release and hazing policy)

- The Greek Roster System will automatically send each new member an email with a link to the online membership card as soon as the member is added to the chapter's roster. The email will come from *greek@clemson.edu* and the subject will be *ACTION NEEDED: Fraternity & Sorority Life Membership Card*. Please inform your new members to be on the lookout for the email and ask them to complete the online card right away. The member will receive 3 email reminders, if the card is still not completed, the chapter president will be notified.
    - The online card is very straight forward and takes less than a minute to complete and submit.
- Each chapter roster has a column labeled Member Card which indicates if a member has completed a membership card.
    - Note: The membership card feature was added in Fall 2021. Membership cards for members who joined prior to the Fall 2021 semester are on file in another system.
- The individual chapter grade report will **not** be released to any chapter with incomplete membership cards for new members.

Note

- The chapter president is the only person with access to make roster changes.
- Once a status change is entered into the system, the request will be placed in a pending status until approved by an FSL staff member.
- If you have any questions about the roster system, please contact Lynn Tumblin at ltumbli@clemson.edu or 864-656-7578.

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