

ROSTER UPDATE INSTRUCTIONS:

Fraternity/Sorority: _____

Please read this form carefully. This is your organization's opportunity to update your chapter roster which is used for various record keeping purposes. It is crucial that your roster is updated correctly by the due date stated at the bottom of this form. Please ensure that the person completing this process has accurate information about the membership status of each member of your organization.

PLEASE NOTE: Failure to update your roster can affect your organization's true rank, academic standing, and scholarships.

Step 1: To DELETE someone from your roster, write one of the following codes on the line to the left of their name:

- GRAD: if the person has graduated from La. Tech.
- TRANS: if the person has transferred.
- TERM: if the person's membership has been terminated.

Step 2: To change a pledge to an active member, write active beside their name. To ADD a new member, they must personally fill out all the information included in the Roster Addition/ Grade Release card. Cards can be obtained from Katie McKinney in the Housing Office, located in Harris Hall.

Step 3: General Information:

Number of Active Members: _____

Number of New Members / Pledges: _____

CURRENT TOTAL MEMBERSHIP: _____

Step 4: CHAPTER REPRESENTATIVE SIGNATURE:

My signature indicates that I have reviewed the completed roster update and confirm that the information submitted is correct and accurate.

Signature: _____ Date: _____

Return the enclosed information to Katie McKinney in Harris Hall by 5 p.m. on

_____.

Division of Student Affairs
Harris Hall
P.O. Box 3174
Ruston, LA 71272
318.257.4917