

Greek Roster and Registration Form Procedure

In order to properly and effectively report and record data on the Greek Community, it is imperative that the Office of Student Life (OSL) receive timely, accurate information from all Greek chapters. Specifically, OSL needs roster and chapter registration information. The forms to submit this information are available on the Greek Blackboard Community or can be picked up in the Greek Life office, Commons 2B11.

Due Dates for Forms:

On January 1st, rosters for the previous Fall semester and chapter registration for the upcoming Spring semester are due. On June 1st, rosters for the previous Spring semester and chapter registration for the upcoming Fall semester are due. Roster and registration information are submitted to the Office of Student Life by 5pm. In the event that the office is closed on those dates, rosters and registration forms are due on the next business day.

Notification of Due Dates:

Email reminders will be sent to Greek Presidents and those who are in attendance at Council Meetings, through "Announcements" on the Blackboard community and all Greek listprocs. Reminders will begin the month prior to the forms being due.

Consequences for late forms:

Groups that do not turn in their forms by the deadline will immediately lose the following privileges:

1. Space Reservations and the ability to reserve additional space
2. Cabinet Allocation
3. Mailbox Allocation
4. Web space

When/if the group turns in their forms within the next 30 days groups will be able to re-request any released spaces, re-request a mailbox and cabinet allocation and will have their web space restored to its previous state.

If a group has not turned in their forms within 30 days of the due date the loss of privileges will last until the end of the next academic semester (Spring for January due dates, fall for June due dates). **This will be known as Probation.**

Loss of Campus Recognition:

While on Probation, if a group has not turned in forms by the due date for the following semester that group will lose its recognition from campus. If an organization has privileges removed three times within a three year period, they will lose recognition from campus.

Off Campus Communication:

If an organization fails to submit information by the due date contact will be made with appropriate Regional or National Organization officers. This communication will continue throughout the process in order to receive the proper information.

Questions should be directed to the Graduate Coordinator for Greek Life, Associate Director for Student Life or Director of Student Life at 410-455-3462.