



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 can 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 designated box
 - Download chapter roster
 - Email full (active) members or alumni

Membership Status Definitions

- Alumni – 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.
- Full Member – 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.
- Inactive – 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.**
- Terminated – Members who have been expelled by the chapter or have terminated membership without being granted official alumni status.
- Did Not Accept Bid – 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.

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.

Note

- The chapter president is the only person who can 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@clemsun.edu or 864-656-7578.

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