New Greek Roster System Instructions

System Web Address: https://greekroster.app.clemson.edu/

- Log into the system
- Your chapter will display
- Click on the number (highlighted in blue) of members
- You will see a list of all full members
- On this page you can do the following:
  - Add a single member
  - Add a list of new members (DO NOT upload your full roster)
  - Change the status of an existing member (state the reason for each status change)
  - Download chapter roster
  - Email members or alumni

Membership Status Definitions

- **Alumni** – Members who have graduated, have received early alumni status, transferred from Clemson, or are fifth year seniors who are still enrolled at Clemson.
- **Full Member** – New and initiated members are classified as Full Members. Students who are studying abroad or interning/co-op 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** – CPC Potential New Members who did not accept the bid they received at the conclusion of primary recruitment and cannot receive another bid from a CPC chapter until the next primary recruitment period. **This status is for CPC chapters only.**

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.

Grade Reports

- Chapter presidents will have access to view the grade report of their chapter during a certain timeframe after each semester. The chapter president will be notified via email when the report is ready.
Deadlines for Updating Rosters

- New members should be added as soon as recruitment is over
- Member Status changes should be made as soon as the change occurs.
- Officer/Advisor information should be updated as soon as the change occurs.

Note

- The president is the only person who can make roster changes.
- Once the changes are entered into the system, the request will be placed in a pending status until approved by an FSL staff member.

Updated – 9/21/17