Roster Update Instructions

<table>
<thead>
<tr>
<th>FSUID</th>
<th>EMPLID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Chapter</th>
<th>Council</th>
<th>Gender</th>
<th>Change Status?</th>
</tr>
</thead>
<tbody>
<tr>
<td>abc13d</td>
<td>123456789</td>
<td>Doe</td>
<td>Smith</td>
<td>Alpha Beta Gamma</td>
<td>IFC</td>
<td>M</td>
<td>Active Member</td>
</tr>
</tbody>
</table>

PLEASE READ ALL INSTRUCTIONS PRIOR TO UPDATING YOUR ROSTERS

- All chapters are required to submit any roster updates **within 2 business days** of any changes to the chapter roster.
- Rosters must follow the above template to be accepted in an excel format.
- You can copy and paste the above template into an excel document.
- FSUID must be all-lowercase.
- *The font must be Garamond and size must be 12.*
- “Change Status” portion must be accurate or roster won’t be accepted.

Please see below for detailed instructions:

**FSUID:** A student’s Blackboard (campus.fsu.edu) login ID. Also everything before the “@” in a student’s email address. Ex: paj08a.

**Change Status:** You must select one of the following statuses below for each individual.

A. **Add New Member:** Use to mark members who have joined your organization **within the current semester.**

B. **Graduated:** Use to mark members who have graduated from FSU in the previous semester(s). **Note:** if a member is graduate in the current semester, he or she **SHOULD NOT** be marked as graduated.

C. **Permanently Remove:** Use to mark someone for permanent deletion from your roster. A person who is permanently removed should not re-appear on your roster at a later date.

D. **Temporarily Inactive:** Use to mark someone who is away for this semester or who is considered inactive by your chapter. Reasons could be study abroad, internship, health, etc. **Note:** Temporary inactive members count in your organizations total membership and for scholarship report purposes.

E. **Transfer Member:** Use to mark someone who is a member who transferred into the chapter from another school.

F. **Active Member:** Use to mark a member who is active within your chapter.

**TO SUBMIT YOUR ROSTER:**
Once your roster is complete click here https://nolecentral.dsa.fsu.edu/submitter/form/start/93309
Note: you may have to click “Create a new one” if you have previously started another form.