

UCI Greek Life

Scholarship Report/Roster Update Instructions

As you update the information, please refer to your previous quarter chapter scholarship report

Please Type and Print All Update Forms

What you need to do to update your scholarship report:

1. Add all new members
 - List all new members on the **Additions** page (names and student ID numbers).
 - Indicate that each new member is a “Pledge” under the Student Status section.
 - Attach a Scholarship Release Form for all additions.
2. Add all active members that did not appear on your previous scholarship report printout.
 - List all unlisted members on the **Additions** page (names and student ID numbers).
 - Indicate that each active member is an “Active” under the Student Status section.
 - Attach a Scholarship Release Form for all additions, even if the member was on a previous grade report.
3. Delete all members that are no longer active chapter members (resignation, expulsion, etc.) or have graduated (alumni status, etc.).
 - List all members (names and student ID's) on the **Deletions** page.
4. Change the status of all members who should be changed from new member (“pledge”) to active.
 - All members listed in the previous scholarship report as a “pledge” should be changed to an active member on the **Change of Status** page (name and student ID).
5. Complete chapter size information (*accuracy is very important*).
6. Make sure student ID numbers are included for **all names** listed on the scholarship report. Changes **will not** be made without student ID numbers.
7. **Save a copy** of the information on the grade report for your chapter’s academic files to use for future quarterly updates.
8. Turn the completed form into the Student Life & Leadership Office front desk (G-308 Student Center) by Friday of the **5th week** of the quarter.
9. If you have any questions, contact the Greek Life staff.