

# UC Irvine Greek Life

## Scholarship Report/Roster Update Instructions

Please refer to your chapter's scholarship printout from the previous quarter as you update for this quarter.

**All forms MUST be TYPED! (You can type right into the pdf form)**

### **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's).
  - Indicate that each new member is a "Pledge" under the Student Status section.
  - Attach a Scholarship Release Form for each addition.
2. Add all active members that did not appear on your previous scholarship report printout.
  - List all members that need to be added on the **Additions** page (names and student ID's).
  - Indicate that each active member is an "Active" under the Student Status section.
  - Attach a Scholarship Release Form for each addition.
3. Delete all members that are no longer active members of your chapter (graduation, resignation, alumni status, etc.).
  - List all members (names and student ID's) that need to be deleted on the **Deletions** page.
4. Change the status of all members who should be changed from new member ("pledge") to active.
  - All members that were listed in the previous scholarship report as a "pledge" that needs to be changed to an active member need to be listed on the **Change of Status** page (name and student ID).
5. Complete and sign the Cover Page.
6. Make sure that student ID numbers are included for **all names** listed on the scholarship report. Changes **will not** be made without the student ID numbers for the names listed on the report.
7. Save a copy of the information on the grade report for your chapter's academic files to use for future academic scholarship reports.
8. Turn the completed form into the Dean of Students Office by Friday of the **5<sup>th</sup> week** of the quarter.
9. **Late Forms will not be accepted.**
10. If you have any questions, contact Brian T. Clarke, the Director of Greek Life, at 949-824-5181.