Attached is the roster on file for members of your organization from last semester. Please take a look at it and fill in the blanks/make the following notes/changes where necessary.

**Rosters should be turned in via email to your respective FSL advisor or as a hard file at the Colonial Crossroads font desk (Marvin center 5th floor).** If you choose to provide a hard copy, FSL asks that you provide the desk staff with your name and advisors name and ask that the roster be placed within your advisors personal mailbox.

**FSL Advisor Email Contact Information:**
IFC/PHA Advisor, Ethan Stubbs – ethan_stubbs@gwu.edu
MGC/NPHC Advisor, Taylor Smith – taylorsmith1@gwu.edu

Please make notations to the members that have had a **status change** as labeled below. **Only make notes in the status column (and highlight the cell) for members who have had a status change!** This helps us to track changes on our rosters. Thank you!

**There is no reason to write ACTIVE in the status column for members who were active last semester and are active this semester. Please just write the change of status for students that need to be updated (see below).**

**Please review listed categories and fill in all blanks where necessary**
- **LAST /FIRST NAME** – Member’s full name
- **GRAD YEAR** – Member’s anticipated graduation year for each individual
- **SEMESTER JOINED** – Semester and Year member joined (ex. F17, S18, SUM18)
- **GWIDs** – Member’s full GWID# (GWid is the letter G followed by an 8-digit number)
- **EMAIL** – Member’s GW email address (newmember@gwu.edu)
- **STATUS** – Member’s current membership status (see listing below)

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**Completed by FSL Staff Only:**
- **ORG** – Organization (ex. Alpha Alpha)
- **GRADE RELEASE** – Confirmation by FSL that member has submitted their Academic Release form
- **NMD** – Confirmation by FSL that member has attended a New Member Days education session

**Additions to the roster:**
If you have any additions to make to your roster (NOT new members as they will be reported separately), note **ADDITION** and the reason why. Reasons for additions would be **TRANSFER** (if they were an initiated member from another school that transferred to GW) or **RETURN TO SCHOOL** (if the student was not enrolled last semester).

**Removals from the roster:**
The following are the **only accepted reasons** to remove a person from the roster and must be accompanied by the requested paperwork for FSL to remove them.

- **INACTIVE:** First semester of inactive status. Must be an official chapter/HQ status where the member has limited ability to participate in chapter functions for the semester. Inactive status may be granted for financial, academic, or other reasons. Paperwork required stating status from alumni advisor or HQ.
- **ABROAD:** Member is studying abroad. No paperwork required.
- **GRADUATED:** only if the member graduated. No paperwork required.
- **ALUMNI STATUS:** if the member was granted alumni status by the Chapter’s HQ or Alumni Board. The member will be removed from the roster in this case ONLY if they are in their fifth year of undergraduate work. Must be accompanied by letter from HQ or Alumni Board stating the member has been granted that status.
• **NOT INITIATED:** this is for a new member that dropped during new member process but was not reported during the semester they dropped. Must be accompanied by HQ paperwork or a letter from the Alumni Board stating this member left the new member process and did not initiate.

• **SUSPENDED:** this member was suspended by the Chapter or HQ. Must be accompanied by the official letter of suspension by the HQ or a letter from the Alumni Board if they are to be considered an inactive member.

• **RESIGNED:** this is for a member who has chosen to resign their membership. Must be accompanied by either the resignation application or official letter of resignation acceptance by the HQ or a letter from the Alumni Board.

• **NOT ENROLLED:** for a member that is not enrolled in a GW program for the current semester. No paperwork required.

• **INACTIVE:** this is for a student who has been abroad or otherwise granted inactive status for 2 consecutive semesters. Must be accompanied by HQ paperwork granting inactive status for BOTH semesters or a letter from the Alumni Board.