

Roster Update: Correct

First Name	Last Name	Emplid	Email	Greek Org	Officer Role	Council Role	Joined	Status	Residence
John	Andrews	2569877	j-andrews@northwestern.edu	Lambda Mu	Treasurer		Fall 2003	Graduated	Off Campus
Isaac	Archer	2587941	i-archer2@northwestern.edu	Lambda Mu			Winter 2004	Inactive	In House
Brian	Bledsoe	2454789	b-bledsoe@northwestern.edu	Lambda Mu	Other	VP Recruitment	Winter 2004	Active	Study Abroad/Internship
Jason	Chisolm	2458310	j-chisolm@northwestern.edu	Lambda Mu			Winter 2007	New Member	Residence Hall
Anderson	Collins	2657016	a-collins-2@northwestern.edu	Lambda Mu	Social		Winter 2005	Active	Residence Hall
Martin	Creighton	2745896	m-creighton@northwestern.edu	Lambda Mu			Winter 2006	Active	In House
Nathaniel	Latham	2785947	n-latham@northwestern.edu	Lambda Mu	President		Winter 2003	Active	Off Campus
James	O'Daniel	2784156	j-odaniel@northwestern.edu	Lambda Mu	New Member Educator		Spring 2005	Active	Study Abroad/Internship
Christopher	Owens	2657888	c-owens4@northwestern.edu	Lambda Mu	Judicial		Winter 2005	Active	In House
Terrance	Woolsen	2895412	t-woolsen@northwestern.edu	Lambda Mu			Winter 2006	Active	In House
Robert	Williams	2597841	r-williams3@northwestern.edu	Lambda Mu			Spring 2005	Transferred	Residence Hall

To complete your roster update, you must do the following:

- 1: Please update only the most recent roster emailed to you; do not update previous rosters and do not change the format of the roster sent to you. Updating and submitting rosters other than the ones emailed to you is not acceptable.
- 2: Update the status of each member using one of the following words *and no others*: Active, Inactive, Resigned, New Member, Depledged, Graduated, Reactivated (only for previously inactive members) or Transferred. *Do not use any other variations of these words.* Change any members listed as “New Member” to “Active” if these members have been initiated.
- 3: **NEVER DELETE ENTRIES!!!!**
- 4: Update your chapter officers and council officers. In the Officer Role column, please use these words *and no others*: House Manager, Judicial, New Member Educator, Philanthropy/Service, Public Relations, President, Recruitment, Risk Manager, Scholarship, Secretary, Social, Treasurer, Other. Although you may not use these exact titles in your chapter, we need to know who most closely approximates each officer. Please list all other officers as Other.
- 5: Update your members’ living situation by selecting from the drop-down list provided. Members can be listed as In House, Residence Hall, Off Campus, or Study Anroad/Internship.
- 6: If you have New Members, or Active members who do not appear on the roster for any reason, please add them to the bottom of the roster and fill in complete information for each of them.
- 7: If you see any mistakes on the roster (e.g. misspelled or incorrect names, missing information, incorrect ID or email) please correct them.
- 8: If a member’s name is highlighted in yellow, this means we have not received a signed Consent for Release of Personal Information form (the red form) for them. This is for OFSL use only, so you don’t need to do anything about it.
- 9: When you finish updating your roster, email it to Gillian at g-nelson2@northwestern.edu. Gillian will acknowledge receipt of your update and let you know if any further work needs to be done, and may include a second deadline for correction/completion.

If any errors are made on your roster, *it will be returned to you for correction,* and may cause your Roster Update to be considered late or incomplete.

If you are unsure about any part of the updating process, feel free to call Gillian at 847-491-4522 or email her at g-nelson2@northwestern.edu.

Roster Update: Incorrect

First Name	Last Name	Emplid	Email	Greek Org	Officer Role	Council Role	Joined	Status	Residence
John	Andrews	2569877	j-andrews@northwestern.edu	Lambda Mu	Treasurer		Fall 2003	Graduated	Off Campus
Isaac	Archer	310-87-5687	i-archer2@northwestern.edu	Lambda Mu			Winter 2004	Inactive	
B.J.	Bledsoe	2454789	b-bledsoe	Lambda Mu	Other	VP Recruitment	Winter 2004	Active	Study Abroad/Internship
Jason	Chisolm	2458310	j-chisolm@northwestern.edu	Lambda Mu	President		Winter 2007	New Member	Residence Hall
Anderson	Collins		a-collins-2@northwestern.edu	Lambda Mu	Social		Winter 2005		Residence Hall
Martin	Creighton	2745896	m-creighton@northwestern.edu	Lambda Mu			Winter 2006	Active	In House
Nathaniel	Latham	2785947		Lambda Mu	President		Winter 2003	Active	Off Campus
Spike	O'Daniel	2784156	j-odaniel@northwestern.edu	Lambda Mu	New Member Educator		Spring 2005	Active	Study Abroad/Internship
Christopher	Owens	26578	c-owens4@northwestern.edu	Lambda Mu	Judicial		Winter 2005	Active	In House
Terrance	Woolsen	2895412	t-woolsen@northwestern.edu	Lambda Mu	Maysing		4/16/2006	Active	In House
Robert	Williams	2597841	r-williams3@northwestern.edu	Lambda Mu			Spring 2005	Moved	Residence Hall

What's wrong with this roster?

Column 1: Nicknames or initials should not be used; please enter the member's legal first name.

Column 3: The Emplid is the 7-digit number that appears on your WildCard. Do not enter a member's Social Security Number or NetId, because these are not their ID numbers. Also, do not leave this column blank or enter an incomplete or obviously incorrect number (too many or too few numbers).

Column 4: Each member's entire email address should be entered, including "@northwestern.edu." Again, do not leave this column blank.

Column 6: Please be sure to update your chapter officers using only the following titles: House Manager, Judicial, New Member Educator, Philanthropy/Service, Public Relations, President, Recruitment, Risk Manager, Scholarship, Secretary, Social, Treasurer, Other. If more than one person is listed in the same office, chances are the officers have not been completely updated (there are, of course, some exceptions to this for certain offices). Also, be sure to update column 7 if any of your members hold council offices.

Column 8: Please enter the quarter your members; do not enter a specific date.

Column 9: Every member has a Status, so this column should never be left blank. For each member, enter one of the following words *and no others*: Active, Inactive, Resigned, New Member, Depledged, Graduated, Reactivated (only for previously inactive members) or Transferred. *Do not use any other variations of these words.*

Columns 10: For every member, please select a current living situation from the drop-down list. A member cannot have more than one Residence. Please choose the best answer for each member. Again, do not leave this section blank.

If any of these errors are made on your roster, *it will be returned to you for correction,* and may cause your Roster Update to be considered late or incomplete.

If you are unsure about any part of the updating process, feel free to call Gillian at 847-491-4522 or email her at g-nelson2@northwestern.edu.