



## **Roster Completion Instructions**

### **1. Title**

- a. Replace “Chapter Name” with your chapter’s full name designation (no symbols or abbreviations).

### **2. Categories**

#### **a. Last Name**

#### **b. First Name**

- i. Full legal name of the student.
- ii. This is not a preferred name.

#### **c. W#**

- i. Must include a capitalized “W” and the initial “0” (ex. W09999999 vs 9999999).
- ii. Please check and double check for W# accuracy. Inaccurate W#s will result in a delay in grade releases.

#### **d. Chapter**

- i. Full chapter name (no symbols or abbreviations).

#### **e. Email**

- i. Must provide a valid [uwyo.edu](mailto:uwyo.edu) email address.
- ii. No other email addresses will be accepted.

#### **f. Cell Phone Number**

- i. Please format as: (555) 555-5555.

#### **g. Classification**

- i. Designate the year in school of the individual, not the number of credits they have received.
  1. Use First Year, Second Year, Third Year, Fourth Year, etc.
  2. For example, a student who took multiple AP classes in high school but is in their first year of college would be classified as “First Year” not “sophomore”.
  3. If transfer student, please indicate them as a “Third Year” or applicable depending on how many years they will need to complete at UW.



**h. Special Status**

- i. All individuals listed on chapter rosters must be current undergraduate UW students (full-time or part-time).
- ii. All dues paying members, regardless of live in/out status must be included on the chapter roster.
- iii. Any undergraduate student who intends to participate in Fraternity/Sorority Life or chapter activities must be included in this section and have a status listed on the roster.
- iv. **This status is meant for students who have a temporary leave of absence and should be active members within the next semester.**
- v. Under “Special Status” mark any of the following:
  1. Study Abroad
  2. Medical Leave
  3. If none apply, please leave column blank
- vi. Do not include on the roster:
  1. Student Teachers or similar students
  2. Other Chapter Associate/EMS status members
    - a. Please consult FSL with questions of status