

**New Member Education Checklist  
Interfraternity Council  
Office of Fraternity & Sorority Life  
University of North Florida**

**14 Days from the Start of Each Semester:**

- Chapter must submit completed New Member Education Guidance Form to OFSL.

**Two Days Prior to Bid Extension:**

- Potential Member must register on Campus Director so that the OFSL Staff may verify his grade point average.

**Seven Days Following Bid Acceptance:**

- Chapter must submit New Member Roster Verification Form to their OFSL Advisor.
- New Members must register onto their chapter's roster via MyWings by using the following steps.

1. *Log into your MyWings account*
2. *Click on "Student Records"*
3. *Click on "Student Self-Service"*
4. *Click on "Student Records"*
5. *Click on Fraternity/Sorority Life"*
6. *Read the statements*
7. *Select your Chapter in the dropdown box*
8. *Click "Submit"*

**By November 1, 2022:**

- 100% of new members must complete both the Hazing Prevention 101 and Fraternity and Sorority Life modules by November 1, 2022.

**Failure to submit required documents to the Office of Fraternity and Sorority Life will result in:**

- A.) Bid Extension and New Member Activity timeline adjusted based on the amount of time delayed in form submission.
- B.) Administrative points deducted from Chapter Accreditation Plan.
- C.) Communication sent to Chapter Advisor and/or (Inter)national Headquarters staff.
- D.) Referral to respective Council Judicial Board if repeated offenses occur.