

**New Member Education Checklist
National Pan-Hellenic Council
Office of Fraternity & Sorority Life
University of North Florida**

30 Days Following the Start of Each Semester:

- Chapter must submit completed Membership Intake Intent Form to OFSL.
 - If chapter is not hosting intake, they must provide OFSL with documentation from the Graduate Chapter, Regional, State or National Office outlining why the chapter may not host intake.

Two Days Prior to Bid Acceptance, Start of the New Member Intake Process or Membership Acceptance (whichever occurs first):

- Chapter must submit Grade Release Authorization Form to OFSL for all perspective members.

Seven Days Following Bid Acceptance, Start of the New Member Intake Process or Membership Acceptance (whichever occurs first):

- 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.) Administrative points deducted from Greek Awards eligibility.
- B.) Communication sent to Chapter Advisor, Graduate Chapter, and/or (Inter)national Headquarters staff.
- C.) Referral to respective Council Judicial Board if repeated offenses occur.