

**New Member Education Checklist
Panhellenic 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:

- Grade Release Authorization Forms are submitted for each candidate at least two (2) business days before a bid is extended; unless the council utilizes a registration platform.

Two Days Following Bid Acceptance:

- COB MRABA is completed by the new member and submitted to the Panhellenic Advisor.

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.