

**New Member Education Expectations & Deadlines**  
**Interfraternity Council & Panhellenic Council**  
**Office of Fraternity & Sorority Life**  
**University of North Florida**

**One Week Prior to Bid Extension:**

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

**Two Days Prior to Bid Extension:**

- Chapter must submit Associate/Member Academic (Grade) Release Authorization Form to OFSL. Once the office confirms potential member eligible, OFSL staff will supply the chapter with an electronic copy of the Eligible New Member Verification Form. This form will be sent to the Chapter President and Chapter Advisor.

**Seven Days Following Bid Extension:**

- Chapter must have ALL new members registered on ORACAL by using the following steps:
  - Sign on to *MyWings*
  - Click *Student Self-Service*
  - Click *Student Records*
  - Click *Fraternity & Sorority Life*
  - Read the statements
  - Select the chapter from the Dropdown Box
  - Click *Submit*

**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 Greek Awards eligibility.
- C.) Communication sent to Chapter Advisor and/or (Inter)national Headquarters staff.
- D.) Referral to respective Council Judicial Board if repeated offenses occur.