

**New Member Education Expectations & Deadlines**  
**Multicultural Greek Council & National Pan-Hellenic Council**  
**Office of Fraternity & Sorority Life**  
**University of North Florida**

**One Week Following Approval/Disapproval of Membership Intake from National Organization:**

- Chapter must submit completed Membership Intake Intent Form to OFSL.

**Two Days Prior to the Start of the New Member Intake Process:**

- 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 the Start of the New Member Intake Process:**

- 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.) 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.