Fraternity & Sorority Life
UNIVERSITY OF DENVER

Roster How-To Guide

Greetings! This guide will help you in completing the forms necessary to add or remove a member from a roster. As always, if you have any questions, please reach out to Fraternity and Sorority Life and we will walk you through it. Banner is the Univeristy of Denver's student information management system. This is where your **OFFICAL** roster exists. When grade reports are run, they are run from Banner. **It is the chapter's responsbility to keep their CrimsonConnect roster up to date.** This process has been created to provide an easier way to add/subtract members from rosters as well as provide clear and transparent information on roster change requests. This process should eliminate most roster issues.

Adding a member
This form is required to add anyone to your Banner roster. Once an invitation for membership is accepted, the new member is required to log in to CrimsonConnect and fill out the form located here: https://cglink.me/2fC/s49944. Please note that ONLY the new member can fill out this form as this is their grade release. No one is allowed to fill out this form on behalf of someone else. No one from the chapter should fill out this form. Only the new member is allowed to fill this out. If anyone other than the new member fills out this form, it will be rejected and they will not be added to the roster.

For Panehllenic Chapters only: if a member is added after the Primary Recruitment period, the accopmanying Continuous Open Bidding form available in the NPC Manual of Information must be emailed or brought to the Associate Director of Fraternity and Sorority Life (christopher.miofsky@du.edu) before the member will be added to the roster.

For Interfraternity Council and Panhellenic Chapters: after each Primary Recruitment ends, the Associate Director of Fraternity and Sorority Life will send an email with the link to all new members. This email will go out one time. It is recommended that at your first new member meeting, you set aside ten minutes to ensure all new members fill out the form.

For Multicultrual Greek Council chapters: it is up to your discretion as to when you add or remove someone to your roster. Fraternity and Sorority Life will support each organization's procedures with regards to roster changes.

Removing a member
This form is required to remove anyone from your roster. Once the member has left the organization for any reason, this form should be filled out. This form should be filled out by a chapter president or membership chair only. Whomever fills out this form will need to log in to CrimsonConnect and access the form located here: https://cglink.me/2fC/s56031. Once this form is filled out, the member leaving the organization will be removed from the roster in Banner and receive and exit survey. When selecting a reason for the membership removal, please be honest. This information is kept internal and not shared with the community.

Grade Verifization
This form is only required if you want the FSL Office to verify grades provided to you or if you are requesting grades prior to giving someone an invitiation to membership. Please note that ONLY the potential member can fill out this form as this is their grade release: https://cglink.me/2fC/s62405

Roster Verifications
If your organization needs a roster verification form filled out for your headquarters, please submit those requests to the Associate Director of Fraternity and Sorority Life. If your chapter wants to verify the current Banner roster, please email the Associate Director of Fraternity and Sorority Life and that report will be requested from the Registrar's office.

Roster deadlines
In order to establish a census date for each quarter and to avoid any problems with roster changes, a deadline for all roster changes will be establshed each quarter by the Associate Director of Fraternity and Sorority Life. This deadline will always be 14 calendar days prior to the start of finals for that quarter. The Associate Director of Fraternity and Sorority Life will make every effort to annouce that date each term, but in the event it does not happen, the default date will always remain 14 calendar days prior to the start of finals.

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