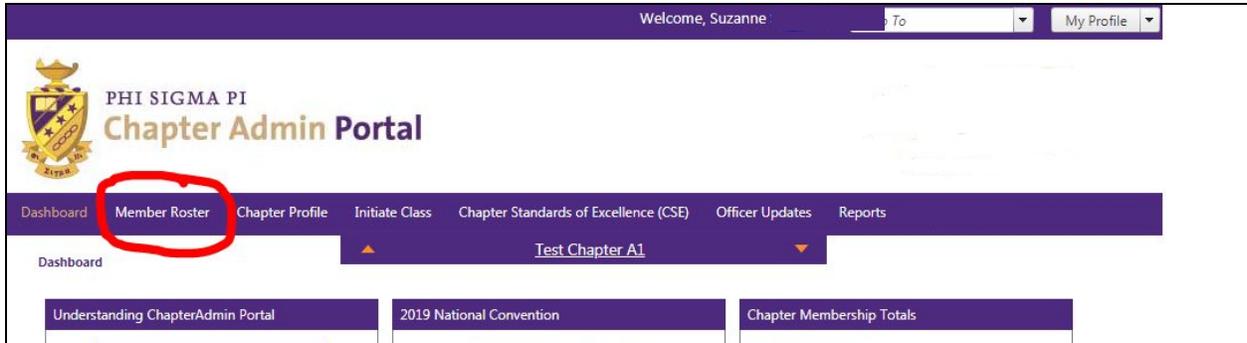Instructions for Updating the Chapter Member Roster
This is to be done prior to billing date (www.phisigmapi.org/duedates).
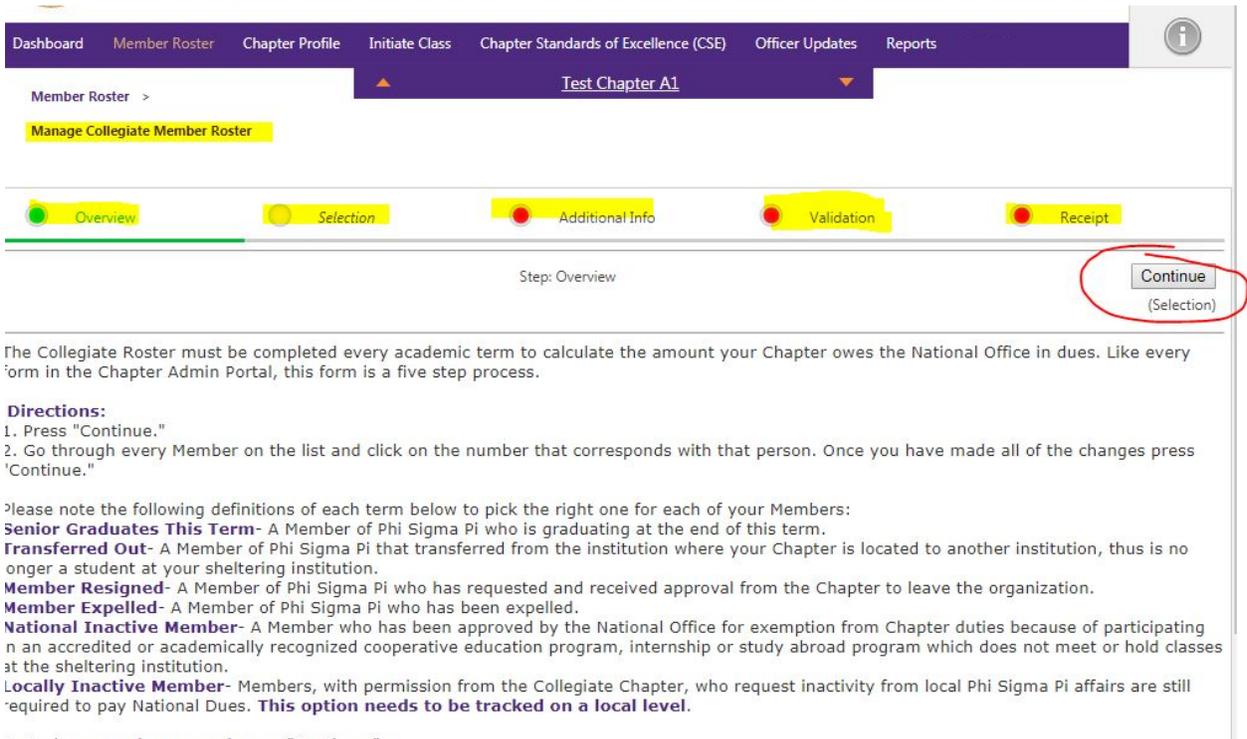
Log in to: chapteradmin.phisigmapi.org

Select "Member Roster" > "Manage Collegiate Member Roster"

Start the 5 Step Process
Step 1: Read through the Directions and then click "Continue"

The Collegiate Roster must be completed every academic term to calculate the amount your Chapter owes the National Office in dues. Like every form in the Chapter Admin Portal, this form is a five step process.

Directions:
1. Press "Continue."
2. Go through every Member on the list and click on the number that corresponds with that person. Once you have made all of the changes press "Continue."

Please note the following definitions of each term below to pick the right one for each of your Members:
Senior Graduates This Term- A Member of Phi Sigma Pi who is graduating at the end of this term.
Transferred Out- A Member of Phi Sigma Pi that transferred from the institution where your Chapter is located to another institution, thus is no longer a student at your sheltering institution.
Member Resigned- A Member of Phi Sigma Pi who has requested and received approval from the Chapter to leave the organization.
Member Expelled- A Member of Phi Sigma Pi who has been expelled.
National Inactive Member- A Member who has been approved by the National Office for exemption from Chapter duties because of participating in an accredited or academically recognized cooperative education program, internship or study abroad program which does not meet or hold classes at the sheltering institution.
Locally Inactive Member- Members, with permission from the Collegiate Chapter, who request inactivity from local Phi Sigma Pi affairs are still required to pay National Dues. **This option needs to be tracked on a local level.**

3. Review your changes and press "Continue."

Step 2: Update Member Status as necessary. If there are no changes, keep the "No Action" checked. Then click "Continue."

Step 3: For Members that have updates, confirm those updates by placing today's date (the date you are completing the form) and click "Continue."

Step 4: Type in your name and date as it appears on the bottom and then click "Continue."

Step 5: Print the receipt and confirmation page for your records.

You are finished.

To verify that actions were received, go to "Manage Collegiate Member Roster." For seniors that have been marked as graduating this term, it will read "Pending/Future change." If graduating seniors do not appear on the roster, click "Show All Members". Please note at the end of this term the graduating senior list needs to be finalized. This is found under the "Member Roster" dropdown.

Manage Collegiate Member Roster

| ● Overview | ● Selection | ● Additional Info | ● Validation | ● Receipt |

Back
(Overview)

Step: Selection

(Ad…

Directions:
You are now ready to update the status of the Members in your Chapter. To do this go through each Member and click on the number that corresponds with that person.

Please note the following definitions of each term below to pick the right one for each of your Members:
Senior Graduates This Term- A Member of Phi Sigma Pi who is graduating at the end of this term.
Transferred Out- A Member of Phi Sigma Pi that transferred from the institution where your Chapter is located to another institution.
Member Resigned- A Member of Phi Sigma Pi who has requested and received approval from the Chapter to leave the organization.
Suspended Member- A Member of Phi Sigma Pi who has been suspended from the National Office.
Member Expelled- A Member of Phi Sigma Pi who has been expelled.
National Inactive Member-A Member who has been approved by the National Office for exemption from Chapter duties because of participating in an accredited or academically recognized cooperative education program, internship or study abroad program which does not meet or hold classes at the sheltering institution.

If there is no change to a Member make sure "No Action" is selected.

Once you have updated the Chapter Roster press "Continue."

Show Applicable Members

First Name	Last Name	Member Type	Category		1) Senior Graduates This Semester 2) Transferred Out 3) Member Resigned	4) Member Expelled 5) National Inactive Member
Anika	Jackson	Student Member		● No Action	① ② ③ ④ ⑤	
Alexandra	Schaffer	Student Member		● No Action	① ② ③ ④ ⑤	
Ryan	Smith	Student Member		● No Action	ⓘ *Pending/Future change...*	

If someone has been accidentally marked as graduating, please contact the National Office and we will make the needed update for you.