

WINTER 2017 SCHOLARSHIP REPORT SUBMISSION DIRECTIONS

NOTE: Please follow the following directions carefully. Submissions that do not follow directions will be asked to re-submit their scholarship report and you may receive grades for next quarter later than other chapters and/or have your organizational privileges suspended for the corresponding quarter.

1. **Please print legibly.** If any information is illegible or if information is excluded from your update form your next scholarship report will not be accurate.
2. On your scholarship report, please **cross off only the names of those members who have graduated or resigned** their membership and are not planning to return to the chapter. For example:

Perm	Quarter	Student_Name	Greek_Org	Greek_Status	Quarter_GPA
001122	FALL 16	WOODS, ELLE	DELTA NU	A	3.4

3. On the attached blank pages (update forms) please list the following:
 - a. **New Members (NM)** – people who have joined your chapter and do not already show on your scholarship report. *Each person who is written in must sign in the right hand academic release box column.*
 - b. **Active Members (A)** – an active member of your chapter who does NOT show on your most recent scholarship report. Is there someone missing who is a current member of the chapter? Please make sure to add her! *Each person who is written in must sign in the right hand academic release box column.*
 - c. **Graduate (G)** – any member who has graduated from UCSB since last quarter and should no longer show on your scholarship report.
 - d. **Transfer (T)** – any member who as transferred from UCSB since last quarter and should no longer show on your scholarship report.
 - e. **Resignation (R)** – any member who has resigned her membership and will no longer be a member of the chapter (should be **DELETED** permanently from your roster).
 - f. **Studying Abroad (EAP)** – any member who is currently studying abroad (this quarter) and will be returning next quarter or later in their UCSB career.
4. **You must use ONLY the forms included.** Do not add any other lists to the forms provided to you.
5. **You must return this original copy of your scholarship report.** If you need records of past scholarship reports or an electronic copy of this report, please email **CPC Advisor, Sophie Wilson** at Sophie.Wilson@sa.ucsb.edu.

Scholarship report and membership update forms are due by the end of Week 5,
Friday 2/10/17 at 4pm to the Office of Student Life (2nd floor of the SRB, room 2260).