

S&T Greek Life Management Tool

Manual for Chapter Admins

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Chapter's Tab

Chapter Capacity

This process is to set the capacity of your chapter house. This must be done prior to sending out new member bids.

- Hover over the Chapters tab>click on Chapter Capacity, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi
Manage Chapter Housing Capacity

Add Chapter Housing Capacity (All fields are required)

| Term | Chapter | Total Beds |
|----------|-------------------|----------------------|
| FS2019 ▾ | Delta Sigma Phi ▾ | <input type="text"/> |

Chapter Housing Capacities

| Chapter Housing Capacity | | | | | |
|--------------------------|--------|---------|-----------------|------------|--------|
| Strm | Term | Chap_id | Chapter | Total Beds | Update |
| 4727 | SP2019 | 6 | Delta Sigma Phi | 51 | |
| 4743 | FS2019 | 6 | Delta Sigma Phi | 52 | |
| 4827 | SP2020 | 6 | Delta Sigma Phi | 52 | |

Showing 1 to 3 of 3 entries

Previous Next

- Select from the Term drop down and Chapter drop down the appropriate selections
- Manually enter the number of Total Beds for that semester for your specific house
- Click Submit
- To edit the amount click the pencil icon in table next to your specific chapter and manually enter the number of Total Beds again then click Submit

New Member Bid

- Hover over the Chapters tab>click on New Member Bid, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi
Bid a New Member

Search a Student

Chapter Capacity Info for FS2019

| Student Number(*): | Chapter Name(ID) | Total Beds | Beds Confirmed | Beds in Process(RH/OH) | Beds Available | Delegates |
|---|--------------------|------------|----------------|------------------------|----------------|-----------------------------|
| <input type="text"/> | Delta Sigma Phi(6) | 52 | 12 | 2 | 38 | Michael Nacy, Luke Swanton, |
| Student Email(*): <input type="text"/> | | | | | | |
| <input type="button" value="Search"/> | | | | | | |

- Enter the Student's Number (ID) and Email in the appropriate boxes, click search
 - Note that the email needs to end in @mst.edu NOT @umsystem.edu

You are a Chapter Delegate for: Delta Sigma Phi
Bid a New Member

New student info for "ngln92@mst.edu"

| Last Name | First Name | email | Status |
|-----------|------------|----------------|----------|
| Limbaugh | Nathan | ngln92@mst.edu | Enrolled |

Housing Offer to Limbaugh, Nathan

Chapter Capacity Info for FS2019

| Chapter Name(ID) | Total Beds | Beds Confirmed | Beds in Process(RH/OH) | Beds Available | Delegates |
|--------------------|------------|----------------|------------------------|----------------|-----------------------------|
| Delta Sigma Phi(6) | 52 | 12 | 2 | 38 | Michael Nacy, Luke Swanton, |

This student is NOT required to live in campus housing

| | |
|---------------------------------------|--------------------------|
| Chapter: | Delta Sigma Phi ▼ |
| Term: | FS2019 ▼ |
| Status: | bidding ▼ |
| House Option: | Greek Housing Required ▼ |
| Comment | <input type="text"/> |
| <input type="button" value="Submit"/> | |

[Click to view current bid\(s\) for this student](#)

- Ensure that both the Chapter and the Term are correct
- Ensure that the Status is bidding
- Select the appropriate House Option from the drop down
 - Options include required, optional, or unavailable
 - Note to the right there will be a message declaring if student is required to live in on-campus housing or not
- You may leave a note in the comment section if additional comments need to be made
- Click Submit
- Once a member has accepted your offer, you can view their response or see who has completed the process at Chapters>Member Management

Returning Offers

- Hover over the Chapters tab>click on Returning Offers, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi
Returning Member Application

Chapter Capacity Info for FS2019

| Chapter Name(ID) | Total Beds | Beds Confirmed | Beds in Process(RH/OH) | Beds Available | Delegates |
|--------------------|------------|----------------|------------------------|----------------|-----------------------------|
| Delta Sigma Phi(6) | 52 | 12 | 2 | 38 | Michael Nacy, Luke Swanton, |

Pending Members Completed Members Chapter Disapproved/Student Declined Alumna All

Select Term: FS2019 ▼

Returning members in "Pending" status

| History | Edit | Term | Stu Status | Chapter | userid | Last Name | First Name | New Member | House Option* | Process Status | House Required | Chap Approve | Member Accept | Last Update | Opuid | Health Met (for dev/test) |
|---------|------|--------|-----------------|-----------------|--------|-----------|------------|------------|---------------|----------------|----------------|--------------|---------------|---------------------|--------|---------------------------|
| | | FS2019 | Enrolled (4743) | Delta Sigma Phi | sbqd2 | Bodimer | Shane | N | | pending | N | | | 2019-08-01 07:15:07 | system | Y |
| | | FS2019 | Enrolled (4743) | Delta Sigma Phi | kpb976 | Brown | Kyle | N | | pending | N | | | 2019-08-01 07:15:05 | system | Y |

- On each individual name there will be a pencil under the edit column, click on the pencil and a pop up screen should appear

Configure housing option
Student: Bodimer, Shane

| | |
|-----------------|---|
| Chapter: | Delta Sigma Phi |
| Term: | FS2019 |
| Status: | pending |
| House Option: | <input style="border: 1px solid blue;" type="text" value="Greek Housing Optional"/> |
| Chapter Confirm | <input type="radio"/> Yes <input type="radio"/> No |
| Comment | <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> |

- Select the drop down for the correct House Option, specify what kind of housing
 - Options include required, optional, or unavailable
- Confirm if the student is still living in the house by selecting the appropriate radio button
- Additional comments can be put in the comments section, then click Submit
- The student will be sent an email

Member Management



- Hover over the Chapters tab>click on Member Management, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi
Student Membership Management

[New Members](#)
[Inhouse Members](#)
[Nohouse Members](#)
[Coop Members](#)
[Study Abroad Members](#)
[Inactive Members](#)
[Permanent Inactive Members](#)
[Alumna](#)
[All](#)

Select Term: FS2019 ▼

Chapter Members for "All"

| History ▲ | Term | Chapter | userid | Last Name | First Name | Member Status | Grade Consent | New Member | Housing Status | Enrolled Hrs | Co_op | Study Abroad | Permanent Inactive | Graduate Term | Last Update | Opuid |
|---|--------|-----------------|--------|-----------|------------|---------------|---------------|------------|----------------|--------------|-------|--------------|--------------------|---------------|---------------------|--------|
|  | FS2019 | Delta Sigma Phi | dab94v | Badamo | Donald | active | Y | N | nohouse | 16 | | | | | 2019-09-26 13:24:03 | dab94v |
|  | FS2019 | Delta Sigma Phi | acdgb | Diffley | Alexa | active | Y | Y | nohouse | 18 | | | | | 2019-09-26 11:23:25 | mnc46 |



- Select the appropriate term from the drop down, click Select and a table should appear
- Admin can sort members by clicking blue labels at the top underneath the header, *Student Membership Management* (ex. New members, Inhouse, etc.)

You are a Chapter Delegate for: Delta Sigma Phi
Student Membership Management

[New Members](#)
[Inhouse Members](#)
[Nohouse Members](#)
[Coop Members](#)
[Study Abroad Members](#)
[Inactive Members](#)
[Permanent Inactive Members](#)
[Alumna](#)
[All](#)

Select Term: FS2019 ▼

Chapter Members for "All"

| History ▲ | Term | Chapter | userid | Last Name | First Name | Member Status | Grade Consent | New Member | Housing Status | Enrolled Hrs | Co_op | Study Abroad | Permanent Inactive | Graduate Term | Last Update | Opuid |
|---|--------|-----------------|--------|-----------|------------|---------------|---------------|------------|----------------|--------------|-------|--------------|--------------------|---------------|---------------------|--------|
|  | FS2019 | Delta Sigma Phi | dab94v | Badamo | Donald | active | Y | N | nohouse | 16 | | | | | 2019-09-26 13:24:03 | dab94v |
|  | FS2019 | Delta Sigma Phi | acdgb | Diffley | Alexa | active | Y | Y | nohouse | 18 | | | | | 2019-09-26 11:23:25 | mnc46 |

- The table will then show the information regarding Chapter, User ID, Last Name, First Name, Member Status, Grade Consent, New Member or not, Housing Status, Enrolled Hrs, Co-op, Study Abroad, Permanent Inactive, Graduate Term, Last Updated, and Opuid)
- If you scroll down to bottom you can download the member list by clicking the Download Member List button



Request for Inactive

- Hover over the Chapters tab>click on Request for Inactive, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi
Request for Inactive Status

Select Term: FS2019

Request for inactive for current active chapter members for FS2019

| Request for Inactive | Term | Chapter | userid | Last Name | First Name | Member Status | Grade Consent | New Member | Housing Status | Enrolled Hrs | Co_op | Study Abroad | Permanent Inactive | Graduate Term | Last Update | Opuid |
|---|--------|-----------------|---------|-----------|------------|---------------|---------------|------------|----------------|--------------|-------|--------------|--------------------|---------------|---------------------|--------|
| | FS2019 | Delta Sigma Phi | acdgbcb | Diffley | Alexa | active | Y | Y | nohouse | 18 | | | | | 2019-09-26 11:23:25 | mnc46 |
|  | FS2019 | Delta Sigma Phi | ees5tq | Skoglund | Emily | active | Y | Y | inhouse | 14 | | | | | 2019-10-01 14:40:49 | ees5tq |
|  | FS2019 | Delta Sigma Phi | dab94v | Badamo | Donald | active | Y | N | nohouse | 16 | | | | | 2019-09-26 13:24:03 | dab94v |

- Select from the drop down for which Term, click Select, a table will display below
- In the table select the green email circle, a pop up box will appear

Request to set "inactive" status for Emily Skoglund via email

| | |
|--|-----------------|
| Chapter: | Delta Sigma Phi |
| Term: | FS2019 |
| Housing Status: | inhouse |
| Member Current Status: | active |
| Justification for Inactivation: (Max 150) | <div></div> |

- Type your Reasoning for Request and click Send Email Request to Admin

Search Member

- Hover over the Chapters tab>click on Search Member, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi

Search a Member Record

Select a Member: Member Name Search :

Member Name :

- Search by student's last name in the first field and then the name should populate in the drop down box below, click Submit
- The information will populate in a table below

Members

Student Member

- Hover over the Members tab>click on Student Member, this will pull up a new screen

You are a Chapter Delegate for: Delta Sigma Phi

Greek Membership and Housing Offers

Your most recent Greek invitation(s) and housing offer(s) info

| Term | Chapter | Process Status | House Offered | Select Housing Option | Action |
|--------|-----------------|----------------|------------------------|-----------------------|---|
| FS2019 | Delta Sigma Phi | complete | Greek Housing Required | | Your current grade release selection: CONSENT You may choose to reselect your grade release option <input type="button" value="Reconsent on Grade Release"/> |

Member history for Michael Nacy

| Effdt | Chapter | Term | Member Status | Housing Status | Perm Inactive Date | Coop | Study Abroad | Comment | Opuid |
|---------------------|-----------------|--------|---------------|----------------|--------------------|------|--------------|---------|-------|
| 2019-08-20 16:54:45 | Delta Sigma Phi | FS2019 | active | inhouse | | | | | mnc46 |
| 2019-07-02 11:57:54 | Delta Sigma Phi | FS2018 | active | inhouse | | | | | hirtz |

[Bid History](#)

You are currently enrolled for FS2019
You are NOT required to live in University Approved Housing (UAH) for FS2019

- Click on re-consent on the green grade release button
- Read the Greek Grade Release and click I Consent or I Do Not Consent, then click Submit
 - Note: at the top students should see their current grade release selection and the selection can be updated at any time should they change their mind

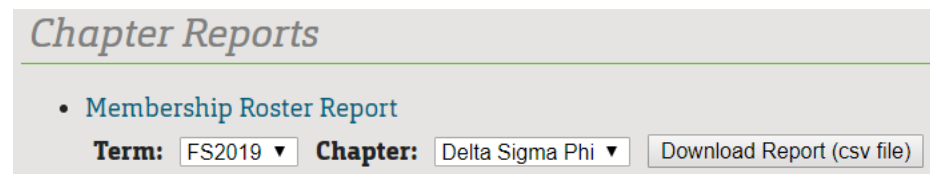
Reports

Chapter Reports


- Hover over the Reports tab>click on Chapter Reports, this will pull up a new screen
- Two blue options should appear including Membership Roster Report & Individual Grade Report



- Click on Member Roster Report



- Select appropriate term and chapter from the drop down boxes

|  | FS2019 | Delta Sigma Phi | mrhtcd | Helbig | Matthew | active | Y | Y | inhouse | 16 | | | | | 2019-07-24 14:20:50 | mrhtcd | | |
|---|-------------------------------|-----------------|---------|--------|-----------|------------|---------------|---------------|------------|----------------|--------------|-------|--------------|--------------------|---------------------|-------------|--------|---|
| | History | Term | Chapter | userid | Last Name | First Name | Member Status | Grade Consent | New Member | Housing Status | Enrolled Hrs | Co_op | Study Abroad | Permanent Inactive | Graduate Term | Last Update | Opuuid | |
| | Showing 1 to 15 of 19 entries | | | | | | | | | | | | | | | Previous | 1 | 2 |
| <div>Download Member List</div> | | | | | | | | | | | | | | | | | | |

- Click Download Report button and a csv file will download
- Individual Grade Report
 - Select appropriate Term and Chapter from the drop down boxes



- Click on Display Report
- A table will appear on screen

Individual Grade Report for FS2019, Delta Sigma Phi with student consent

| Search: <input type="text"/> | | | | | | | | | |
|------------------------------|---------------------|--------|-----------------|------------|------------|----------------------|-------------|----------|--------------|
| Class Detail | Name | Term | Chapter | New Member | Enroll Hrs | Priv(SP2019) Cum GPA | Midterm GPA | Term GPA | Term Cum GPA |
| + | Joseph Kang | FS2019 | Delta Sigma Phi | Y | 16 | | | | |
| + | Anthony Loggins | FS2019 | Delta Sigma Phi | Y | | | | | |
| + | Alexa Diffley | FS2019 | Delta Sigma Phi | Y | 18 | | | | |
| + | Emily Skoglund | FS2019 | Delta Sigma Phi | Y | 14 | | | | |
| + | Aleksandr Savage | FS2019 | Delta Sigma Phi | Y | 14 | | | | |
| + | Matthew Helbig | FS2019 | Delta Sigma Phi | Y | 16 | | | | |
| + | Jacob Golden | FS2019 | Delta Sigma Phi | Y | 13 | | | | |
| + | Donald Badamo | FS2019 | Delta Sigma Phi | N | 16 | | | | |
| + | Michael Conge | FS2019 | Delta Sigma Phi | N | 14 | | | | |
| + | Steven Fatzinger | FS2019 | Delta Sigma Phi | N | 17 | | | | |
| + | Brendan Kleinbach | FS2019 | Delta Sigma Phi | N | 13 | | | | |
| + | Michael Nacy | FS2019 | Delta Sigma Phi | N | 12 | | | | |
| + | Samuel Araujo | FS2019 | Delta Sigma Phi | N | 15 | | | | |
| + | Benjamin Sanfilippo | FS2019 | Delta Sigma Phi | N | 12 | | | | |

- You can then search for a member based on any of the categories listed on the table
- You can also click on the orange plus sign next to their name and a popup will appear with the student's complete class schedule along with their grades for those classes
- At bottom of page click on Download Grade Report button for an exported file

Class Detail for Alexander Wood, FS2019

| Class | Hrs | Grade | Grade Type |
|------------------------|-----|-------|------------|
| Aerospace Mechanics I | 3 | | Mid |
| Princ of Engr Matl | 3 | | Mid |
| Mechanics Of Materials | 3 | | Mid |
| Thermodynamics | 3 | | Mid |
| Aerodynamics I | 3 | | Mid |

Member Reports

- Under construction

Process for New Member receiving bid and Returning Members receiving bid

- After admin completes bid the new member should receive an email
 - Following instructions are for the New Member to use to confirm bid
- Click the link in the email and sign in with your UM System login

Greek Membership and Housing Offers

Your most recent Greek invitation(s) and housing offer(s) info

| Term | Chapter | Process Status | House Offered | Select Housing Option | Action |
|--------|-----------------|----------------|------------------------|--|---|
| FS2019 | Delta Sigma Phi | pending | Greek Housing Required | <input type="radio"/> I choose to reside in the Greek chapter house <input type="radio"/> I do NOT wish to live in Greek housing at this time | Accept offer and continue --OR-- Reject this offer: Reject Reason: <input type="text" value="Request Alumni Status"/> Reject Offer |

Member history for Zachary Marquart

| Effdt | Chapter | Term | Member Status | Housing Status | Perm Inactive Date | Coop | Study Abroad | Opuid |
|---------------------|-----------------|--------|---------------|----------------|--------------------|------|--------------|-------|
| 2019-07-02 11:57:54 | Delta Sigma Phi | FS2018 | active | inhouse | | | | hirtz |

[Bid History](#)

You are currently enrolled for FS2019
You are NOT required to live in University Approved Housing (UAH) for FS2019

login as znm229

- You will see Term, Chapter, Process, Status, House Offered, Housing Option, and Action sections
- You will see if you are required to live in house or if it is optional. Two options to live in house or not live in house will be provided, choose the appropriate option
 - If you are required to live in house and choose to not live in house, you are forced to reject the bid
- Click Accept or Reject
- You will receive a pop-up message confirming housing status and will need to confirm the option again

Accepting Greek Invitation and Housing Offer

(for dev/test) 4. Not Required Accepted

By accepting this Greek housing offer you are agreeing to the cancelation of any University housing assignment and dining plan to which you may have been assigned. These assignments will be canceled and your University account will be adjusted accordingly by S&T Residential Life.

[I have read the above message and confirm](#)

[Back to Home page](#)

login as znm229

- A new page will populate with the Greek Grade Release Terms, read and you can choose to Consent or Not Consent, then click Continue

Accepting Greek Invitation and Housing Offer - Grade Release

Please read the following message carefully:

Greek Grade Release

I hereby authorize Missouri University of Science and Technology to disclose the following information contained in my education records to my chapter, affiliated governing council, and/or other related Greek organizations (e.g. Order of Omega):

- midterm grades as presented
- semester credits earned, attempted and final term grades
- cumulative credits earned and grade average

Grade Release Consent

- ☐ I Consent
☐ I Do Not Consent

Please note that grade information may still be used for the purpose of scholarship awards, recognition, and educational needs.

[Continue](#)

[Back to Home page](#)

- The Student Org Policy about hazing will then populate and you will have to read and agree to the Anti-Hazing Policy Acknowledgement, click Continue
 - Anti-Hazing Policy is required, but the Greek Grade Release is not required

Accepting Greek Invitation and Housing Offer - Anti Hazing Policy

Please read the following message carefully:

Student Organization Policy about Hazing:

Hazing is forbidden by University of Missouri regulations and laws of the State of Missouri. Hazing is defined by Missouri law as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing consisting of physical and/or psychological harm may include, but are not limited to:

- paddling
- whipping
- beating
- branding
- exposure to the elements
- required consumption of any food, alcoholic beverage, drug, or other substance
- required smoking or chewing of tobacco products
- sleep deprivation
- physical confinement
- excessive stress or fatigue-inducing activities
- non-equitable assignment of responsibilities singling out a member or member group
- required performance of duties or tasks which involve a violation of the criminal laws of this state or any political subdivision in this state
- required scavenger hunts
- one-way road trips
- requirement to wear any apparel that causes embarrassment at any time
- required engagement in public stunts or rough housing
- degrading games or humiliating activities
- any other activity which is not consistent with the regulations and policies of the University of Missouri and the laws of the State of Missouri

Individual students and organizations who violate policy are subject to disciplinary action as outlined by the University's Collected Rules and Regulations, Standards of Conduct:

https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200

Any knowledge of hazing activities should be reported to the proper authorities. At Missouri University of Science and Technology, reports should be forwarded to the Dean of Students' Office (107 Norwood Hall, 573-341-4292) or the University Police Department (573-341- 4300). Incidents may also be reported via the "How to Report form" located under the Hazing Prevention section on the Fraternity and Sorority Life web page. The direct link to the form is as follows: <http://dos.mst.edu/studentorganizationincidentreport/>

Anti-hazing policy acknowledgment

I have been informed of the University's policies against hazing. I understand that these practices are not only harmful but also have no place within the University of Missouri community and its member organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. I promise to notify the proper authorities of the hazing activities of which I am aware. I understand that participation or cooperation (consent) by the person(s) being hazed does not excuse the violation.

☐ I Agree

We encourage you to read and comply with your (inter)national organization's policies regarding hazing.

[Continue](#)

[Back to Home page](#)

login as zmi29

- Lastly the Standard of Conduct will populate, read, and click I Agree, then click Continue

Accepting Greek Invitation and Housing Offer - Standard of Conduct

Please read the following message carefully:

Standard of Conduct:
I hereby acknowledge and understand the University's Standard of Conduct as defined by the University of Missouri's collective rules and regulations for individuals and Recognized Student Organizations.
https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200

I recognize that these standards imply a minimum standard for behavior and as such I seek to engage a level of ethical discernment that will not only meet, but actually surpass these expectations for me and my organization. As a member of the fraternity and sorority community, I will strive to present a positive image by upholding affirmative action guidelines, following risk management policies and procedures, supporting community expectations for success, and abiding by the policies and procedures of the University along with those of my (inter)national organization.

I agree with the above statement.

☒ I Agree

Continue

- Confirm bid one last time by reviewing the Term, Chapter, and Housing Option then click Confirm the Offer

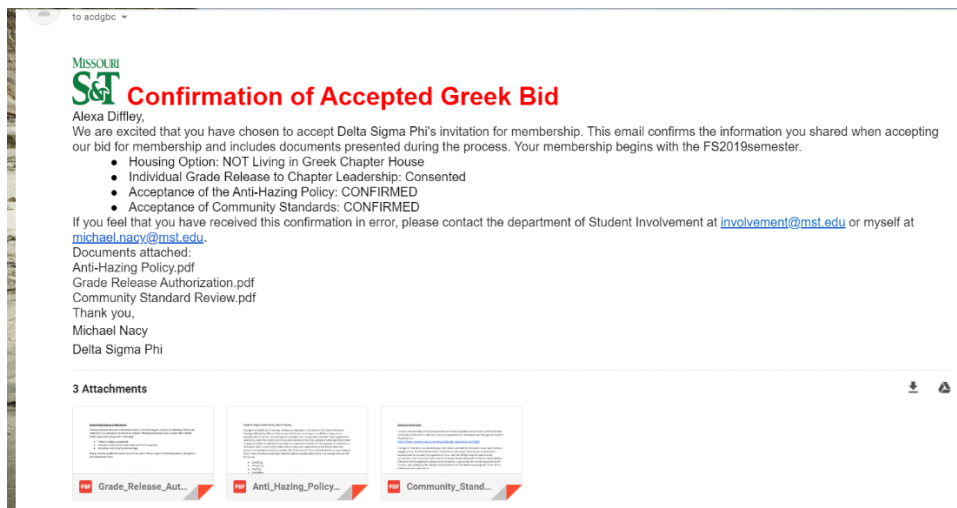
Confirming Greek Invitation and Housing Offer

Please confirm your housing offer/Bid for term FS2019

| | |
|------------------------|-----------------------------|
| Term: | FS2019 |
| Chapter: | Delta Sigma Phi |
| Housing Option: | Greek Housing Required (RH) |

Confirm the Offer **Cancel**

- Once finished, you should receive a confirmation email of Greek bid with attachment of all policies



- If you declined the bid, you will be sent to a confirmation page to confirm you are declining the bid, your chapter and yourself will receive confirmation of decline
 - If you accidentally declined your bid, please contact Alison Ayers