

CalMUSE – Fraternity & Sorority Information System

Chapter Presidents' Instructions



Please review the **OVERVIEW** below and follow the **ACTION STEPS** (next page) to validate your Chapter's **roster information** (required for GPA report processing)

Action Steps

To process accurate GPA reports, we need ALL CHAPTER PRESIDENTS to logon to CalMUSE, then review and make any necessary edits to their rosters.

Step 1 – Logon to CalMUSE (*chapter signatory access*):

<https://students.berkeley.edu/osl/studentgroups/signatories/index.asp?grouptype=G>

- Authenticate through CalNet
- Agree to being a designate – someone who has access to privileged chapter member information. (Your past president should have made you a designate before leaving office.)
- Remove the past president as a chapter designate, if necessary.

Step 2 - View your chapter's roster

At the top of the page of the initial roster screen is an option selection menu. Make sure the following buttons are selected and click **Go**

Status: Active () Pending () New Members () Members () Alumni () Chapter Officers

Type: Roster () Status Updates () Chapter Roles () Council Roles () Residence

Go Update query

PRINT this screen and annotate/make notes on it...

- Is your roster **COMPLETE**?
 - Who's missing?
 - Missing members will have to go through member registration and then be approved by you, see **Step 7** below

Step 3 – Status Updates

At the top of the page of the initial roster screen is an option selection menu. Make sure the following buttons are selected and click **Go**

<p>Status: (<input checked="" type="radio"/>) Active (<input type="radio"/>) Pending (<input type="radio"/>) New Members (<input type="radio"/>) Members (<input type="radio"/>) Alumni (<input type="radio"/>) Chapter Officers</p> <p>Type: (<input type="radio"/>) Roster (<input checked="" type="radio"/>) Status Updates (<input type="radio"/>) Chapter Roles (<input type="radio"/>) Council Roles (<input type="radio"/>) Residence</p> <p style="text-align: right;">Go Update query</p>

- Review and update Member Status information that needs to be changed – i.e.:
 - “*Pending*” members – who have initiated the member registration process with your chapter but have not yet been *approved* or *rejected* by you, the chapter president.
 - Note: A pending member that has completed all 5 member registration steps and have been approved by the chapter president will automatically have a member status of “*New Member*”
 - “*Alumni*” - Members that have graduated or are on leave from Cal (i.e. not registered or taking any classes this semester)
 - “*Members*”
 - “*Resigned*” i.e. no longer a member of your organization.
- When all updates have been completed scroll down and click on the **Update** button

Step 4 – Modify Member(s) Join Semester

Background

GPA reports will be processed based on a member’s “Join Semester.”

In **Council Ranking reports**, chapter GPAs are listed and ranked 3 ways, and the join semester will determine which members fit into the following categories:

- All Chapter Members (members and new members)
- Members
- New Members

UPDATE requirement – from any roster:

- It is desirable to update every member with the correct join semester
- Click on the individual chapter member’s name (link) to update the Join Semester

Members that join your chapter during the THIS semester will automatically have this semester as their join semester.

Step 5 – Update Chapter Officer Information

At the top of the page of the initial roster screen is an option selection menu. Make sure the following buttons are selected and click **Go**

<p>Status: <input checked="" type="radio"/> Active () Pending () New Members () Members () Alumni () Chapter Officers</p> <p>Type: () Roster () Status Updates <input checked="" type="radio"/> Chapter Roles () Council Roles () Residence</p> <p style="text-align: right;">Go Update query</p>

- Using the drop-down menus select the appropriate chapter roles for your officers and end-date
 - During Phase I, CalMUSE does not support multiple roles per individual members, so please pick the most appropriate role for this member at this time
 - Chapter roles may not match or include all titles used by some chapters, please pick the most appropriate roles for your officers
- When all updates have been completed scroll down and click on the **Update** button

NOTE: from this screen you can also “Designate” up to 7 additional chapter members to have read and update access to your chapter’s roster. Use with care, F&S Life staff recommends minimizing the number of officers who have this capability.

Step 6 – Update Residence Information

At the top of the page of the initial roster screen is an option selection menu. Make sure the following buttons are selected and click **Go**

<p>Status: <input checked="" type="radio"/> Active () Pending () New Members () Members () Alumni () Chapter Officers</p> <p>Type: () Roster () Status Updates () Chapter Roles () Council Roles <input checked="" type="radio"/> Residence</p> <p style="text-align: right;">Go Update query</p>

- Using the drop-down menus select the appropriate residence status for each member:
 - Live-in (house)
 - Live-out (house)
 - Abroad 6-mo
 - Abroad 1-yr
- When all updates have been completed scroll down and click on the **Update** button

Step 7 – Request that Missing Member(s) REGISTER with CalMUSE

In reviewing your roster, you may find that members are missing.

SAMPLE - Send the following **email** to your missing chapter member(s):

Email Subject: **IMPORTANT Chapter Membership Registration**

<BROTHER / SISTER>

We are in the process of updating our rosters – a requirement from Fraternity & Sorority Life, before they will release the semester GPA reports.

During this process, I found that **you are missing from our roster** and I need you to do the following steps **immediately**:

Go to the **CalMUSE** Member Registration link:

<https://student.berkeley.edu/osl/studentgroups/public/index.asp?grouptype=G>

Authenticate through CalNet

Follow the steps and click “Status” to see where you are during the process

Step 1 – pick a chapter - scroll down until you see <YOUR CHAPTER NAME> and click on it

Step 2 – Agree to the anti-hazing agreement

Step 3 – Accept / Reject two (2) GPA releases

Step 4 – Update your CalNet directory information and Authorize access by chapter officials to your contact information

Step 5 – Take the short quiz

When you complete these steps, I will receive an email notification and will complete Step 6 – Chapter President approval.

Thank you

<YOUR NAME>

When the missing member registers with your chapter, you will be notified via email. Access the roster screen: <https://students.berkeley.edu/osl/studentgroups/signatories/index.asp?grouptype=G>

Follow steps 3 and 4 above to accept or reject the member registration, and to modify the Join Semester to meet the GPA reporting requirements (explained above).

Thank you for taking the time to go through this process. Your timely response and feedback is appreciated.

F&S Life staff.