

**New Member Education Checklist
Panhellenic Council
Office of Fraternity & Sorority Life
University of North Florida**

14 Days from the Start of Each Semester:

Chapter must submit completed New Member Education Guidance Form to OFSL.

Two Days Prior to Bid Extension:

Grade Release Authorization Forms are submitted for each candidate at least two (2) business days before a bid is extended; unless the council utilizes a registration platform.

Two Days Following Bid Acceptance:

COB MRABA is completed by the new member and submitted to the Panhellenic Advisor.

Seven Days Following Bid Acceptance:

Chapter must submit New Member Roster Verification Form to their OFSL Advisor.
New Members must register onto their chapter's roster via MyWings by using the following steps.

1. *Log in*