DIVISION OF STUDENT AFFAIRS
TECHNOLOGY AND ASSESSMENT

Greek Roster Macro – Elements of the Roster File Affecting Macro's Ability to Run

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The following elements of each Greek roster Excel file should be checked before attempting to run any macros. Attempting to run a macro on a file that does not follow the following conditions will result in an error and more work for Sorority and Fraternity Life staff.

1. File Format
    a. All rosters should be saved within a single file, preferably on the Desktop for easy access
    b. All rosters should be saved as .xlsx, not .pdf or .docx
2. Spreadsheet Format
    a. No empty rows or cells within columns A-L
    b. No formulas (except for those already in the file) in columns A-L
    c. No references to other worksheets – because the macro only uses the first sheet, it will not see data that has been brought in from other sheets
    d. Do not insert new rows, simply fill out the spreadsheet in order. The autofill data will fill down for as many rows as you add students in.
3. Data Entry
    a. Manually Enter
        i. First Name
        ii. Last Name
        iii. University ID Number
    b. Select from List
        i. Organization
        ii. Live In
        iii. Semester Joined
        iv. Classification During Semester Joined
        v. Current Semester
        vi. Chapter Role
    c. Autofill (Do Not Change)
        i. Council
        ii. Fraternity/Sorority
        iii. Term Code