

**NOVEMBER 15 Spring Roster Deadline EXTENDED** - New directors of finance & operations will submit spring rosters during their attendance at the Earl A. Webb Academy of Principled Leaders for final billing on January 15, 2022. Further information will be sent to chapter officers in the coming weeks.

## Frequently Asked Questions

**When was the original roster deadline for each semester?** November 15 and April 15 to coincide with the end of each semester and prepare for the following semester.

**When are the new roster deadlines for each semester?** January 15 for the spring semester and August 15 for the fall semester.

**What is the roster deadline used for?** The roster deadline is used for semester billing for each chapter.

**Which executive cabinet member is responsible for this deadline?** Directors of finance & operations unless otherwise designated by the executive cabinet.

**Why did the deadline change?** After careful consideration by Headquarters staff on the impact to chapter operations and researching industry best practices, the deadline change should have a positive impact on roster management and accurate billing. Moving the deadlines to the beginning of the semester in which the bills are processed allows for accuracy from chapter reporting of active members returning to campus each semester.

**What is the new process?** Directors of finance & operations will be trained on roster management practices at the Earl A. Webb Academy of Principled Leaders to take place January 7 – 8, 2022. Curriculum will include verifying and finalizing the spring 2022 roster for accurate billing on January 15, 2022. Fall semester billing will be processed based on the August 15, 2022, deadline. Chapter liaisons will work with directors of finance & operations from August 1 – 15, 2022 to ensure all rosters are up to date and accurate for fall billing.

**Can a chapter request an extension for this deadline?** No. The deadline is being adjusted with consideration of chapter calendars and Headquarters billing. No extensions will be granted, and no credits will be given for inaccurate rosters.

**What is the impact on WPN Chapters and billing for per person fees charged to the chapter?** WPN semester billing of per person fees will be adjusted to February – May for each spring semester and September – January for each fall semester.

**If I'm the director of finance & operations, what do I do with this information now?** We still recommend that at a chapter meeting – before your winter break - you have conversations with members to determine who will be graduating, transferring, or otherwise leaving campus before the spring semester. That way, when you attend the Earl A. Webb Academy of Principled Leaders

January 7 – 8, 2022, you'll have a good idea of who you need to keep on your roster, and who you need to remove.

**Remember**, if at any time during the year you need to make a roster correction and add someone *back* to your roster, you can use the [Active Status Application](#).