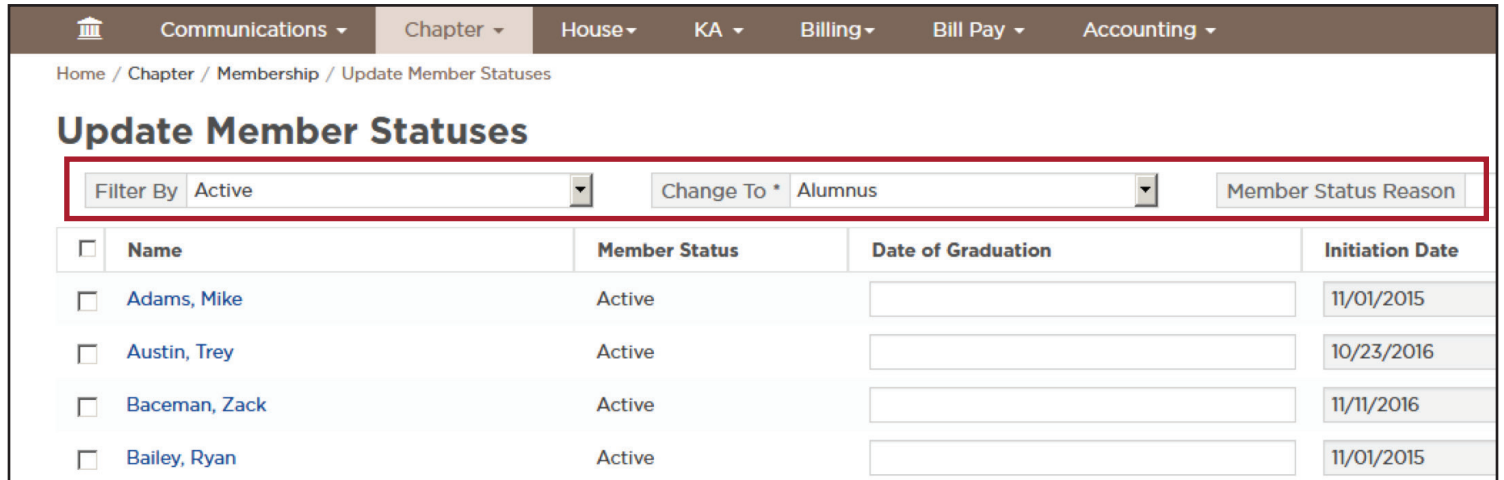


# Kappa Alpha Order Roster Updates

## HOW IT WORKS

### To report alumni and depledged members:

1. Log into [Vault](#) > Chapter > Update Member Statuses.
2. Select Member Awaiting/Active in 'Filter By', Depledged/Alumnus in 'Change To', and the applicable reason in 'Member Status Reason'.
3. Select the appropriate members and choose 'Update Member Statuses'.



<input type="checkbox"/>	Name	Member Status	Date of Graduation	Initiation Date
<input type="checkbox"/>	Adams, Mike	Active		11/01/2015
<input type="checkbox"/>	Austin, Trey	Active		10/23/2016
<input type="checkbox"/>	Baceman, Zack	Active		11/11/2016
<input type="checkbox"/>	Bailey, Ryan	Active		11/01/2015

### To report resignations, expulsions, delinquent accounts, etc:

1. Complete the proper paperwork found in the [Chapter Judicial Guide](#)
2. Send completed paperwork to:  
Kappa Alpha Order  
115 Liberty Hall Road  
Lexington, VA 24450



CHAPTER JUDICIAL

**For more information or with questions, contact:** For more information or with questions, contact: Your OmegaFi Chapter Services Representative at 800.276.6342 or your [Associate Director for Chapter Services](#).