

ESS Membership Recruitment Process for Engineering Honorary Organizations

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Membership invitations for engineering honorary organizations are sent to students who meet the requirements criteria established by these organizations (e.g. major, number of units completed, GPA). Engineering Student Services (ESS) has implemented the below operating guidelines to ensure an efficient membership process for honorary organizations, while also ensuring students who meet the membership criteria are provided for consideration by the honoraries.

1. Engineering honorary organizations provide the names and contact information of their recruitment/membership officer(s) for the current academic year to ESS (ess@coe.berkeley.edu) by no later than the first day of classes of the fall semester. ESS will update the spreadsheet of who within each organization should receive the membership report for their organization.
2. Following completion of the 3rd full week of instruction, ESS receives from the Office of the Registrar the university's official 3rd week enrollment data report (barring any unexpected delays).
3. At the beginning of the 4th week of instruction, the college's programmer will incorporate the data into the college's undergraduate database (barring any unexpected delays).
4. By the end of the 4th week of instruction, ESS will run the reports and will email them to the appropriate contact person(s) in each engineering honorary (barring any unexpected delays).
5. The membership report from ESS will include the following data fields: student name, major, email address, local address, class level (junior/senior), and first term in the college.