

Notification of Change in Enrollment Status

Full-time students who wish to change to part-time status or transfer to a part-time program must complete and submit this form to Student Financial Services. Requests for a currently enrolled semester must be made prior to the end of the first week of classes. Requests submitted after that time will go in effect for the following term.

Students are required to meet with their student financial services counselor, their academic advisor and if receiving veteran's benefits, the VA school certifying official. Resident students should also notify residence life of their change in status.

To be reinstated to full-time status, the student must "apply" to the Assistant Director of Transfer students in the admissions office.

Please complete and return this form to Student Financial Services as early as possible.

Name: _____ ID# or Last 4 digits of SS# _____

Phone Number to best reach you: _____

Semester to enroll Part-Time: _____

Do you anticipate changing your status back to Full-Time? Yes No If yes, when? _____

Housing Status as Part-Time student: (circle one) With Parent Off-Campus On-Campus
If On-Campus, do you have permission from Residence Life? Yes No

I have met with my advisors and understand how this change affects my financial aid, and what I need to do to be reinstated to full-time status.

Name (Print): _____

Signature: _____ Date: _____