



## ***PROCEDURES FOR COMPLETING THIS FORM:***

### **INITIATING DEPARTMENT:**

Complete the following items:

- Student Number
- Term (term new status is to be effective).
- Name (Last, First, M.)
- Check Primary or Secondary curriculum

### **Current Status**

- Mark appropriate level of student  
UG = Undergraduate  
GR = Graduate
- Mark appropriate admit type of student  
Check Provisional or Regular and the other appropriate admit type (Masters, Doctoral, Non-Degree, etc).  
NOTE: If not sure of admit type review the STAR student system - General Student Form (SGASTDN).
- Enter current college code
- Enter current major code
- Enter current concentration code(s) if applicable
- Enter current minor code(s) if applicable

### **New Status**

- Mark desired level of student  
NOTE: This form cannot be used to change the level of a student.
- Mark desired admit type of student
- Enter college code
- Enter major code
- Enter catalog term code when a different set of catalog requirements are needed than would be covered by the admit term.
- Enter current concentration code(s) if applicable – may have up to ‘6’
- Enter current minor code(s) if applicable – may have up to ‘6’

Sign the form, make a copy for your records if desired, and forward to the department the student wishes to transfer.

### **RECEIVING DEPARTMENT:**

Review form to determine if student is accepted or rejected and mark the appropriate box.

- If student is accepted, complete the Degree Code and Expected Date of Graduation.
- Sign the form, make a copy for your records if desired, and forward to the Office of the University Registrar.
- If student is rejected, sign the form and forward to initiating department.
- Add comments if appropriate.

*THIS FORM MAY BE USED TO:*

**Add, Change, or Remove Minors and Concentrations** – A student may have six of each.

**Change Majors** - major changes can be made as long as it does not require the student to reapply.

**Update Admit Type** - the following admit types can be updated:

- Conditional Admit (X1) can be changed to First-time Freshman (01). X1 conditional admit means the student did not meet entrance requirements; once those requirements are met, the admit type can be updated.
- Conditional Admit (X4) can be changed to Transfer (04). X4 conditional admit means the student did not meet entrance requirements; once those requirements are met, the admit type can be updated.
- Provisional Masters (X7) can be changed to Masters (07).
- Masters (07) can be changed to Provisional Masters (X7).
- Provisional Doctorate (X8) can be changed to Doctorate (08).
- Doctorate (08) can be changed to Provisional Doctorate (X8).
- Graduate Non-Degree (09) can be changed to:
  - Provisional Masters (X7)
  - Masters (07)
  - Provisional Doctorate (X8)
  - Doctorate (08)
- X7, 07, X8, 08 can be changed to Non-Degree (09).

This form cannot be used to update admit types of 05 (Transient), X9 (Bridging the Gap), or an 09 Undergraduate Non-Degree.

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