

This form is used to create a semester record and/or add a new degree for a student who previously attended the university and does not currently have a semester record. Complete all sections with the requested information.

Returning Student Record Update

STUDENT INFORMATION

Student Andrew ID: _____ or Student ID Card #: _____

Student Name: _____
Last/Family First and/or Preferred MI

Date of Birth (mm/dd/yyyy): _____ Gender: _____

ACADEMIC INFORMATION

Entering Semester: _____ Academic Program Code: _____ Advisor: _____

College: _____ Department: _____ Major: _____

Class Level (10 or 20): _____ Degree: _____ Exp. Grad. Sem.: _____ Term Degree? _____

ADDRESS INFORMATION *(if different from current data)*

Permanent Address: _____

Personal Email: _____ Mobile Phone #: _____

DEPARTMENT CONTACT

Print Contact Name: _____ Phone #: _____

University Registrar's Office Use Only

All Non-Entity Changes

1. Program Services: _____
Initials/Date

Student changing entities? ☐ Yes From: _____ To: _____

1. Director of Student Accounts: _____
Initials/Date

2. Assistant Registrar: _____
Initials/Date

FOR TSB PROGRAM CHANGES, COPY TO:

2. Database Assistant: _____
Initials/Date

FOR BALANCES OVER \$1,000

3. Student Accounts: _____
Initials/Date