Departments should use this form to make changes to the student academic program code, enrollment status or class code. * This form should not be used to change PhD students to ABD. Please use the All But Dissertation Status Agreement form.

**STUDENT INFORMATION**

Student Andrew ID: ____________________________ - OR - Student Card ID Number: ____________________________

Student Name (please print):__________________________________________ Last/Family First and/or Preferred MI

Semester: ____________________________

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**CONTACT INFORMATION**

Program Contact (please print): ____________________________ Phone: ____________________________

College/Department: ____________________________ Phone: ____________________________

Signature: ____________________________ Date: ____________________________

**UNIVERSITY REGISTRAR’S OFFICE USE ONLY**

**All Non-Entity Changes**

1.) Program Services: ____________________________ Initials: __________ Date: __________

2.) Database Assistant: ____________________________ Initials: __________ Date: __________

3.) Student Accounts: ____________________________ Initials: __________ Date: __________

Student changing entities?  □ YES  From _______ To _______  

1.) Director of Student Accounts: ____________________________ Initials: __________ Date: __________

2.) Assistant Registrar: ____________________________ Initials: __________ Date: __________

Semester: ____________________________ Program changed from: ____________________________ To: ____________________________ Initials: __________ Date: __________

**Tuition Adjustment Approval**

Semester: ____________________________ Tuition Adj.: __________ % Fees: __________

Assistant Registrar Signature: ____________________________ Date: __________

**Tuition Adjusted**

Adj. Tuition % noted above:  □ No Tuition Adj. Necessary:  □ Fee Removal Approval:  □

Director of Student Accounts Signature: ____________________________ Date: __________