

Academic Record Update

This form is for academic departments to make changes to student records, to create new semester records for students who previously attended, and/or to create new student records in special cases:

- Undergraduate level → graduate level
- Degree program → certificate program
- Former student in *X* program/degree → current student in *Y* program/degree

Before making this request, please take note of the following:

- This form cannot be used for academic actions, leaves of absence, returns from leave of absence, university withdrawals, or All But Dissertation status.
- Students with holds on their account cannot be made eligible to enroll (R3 status) until the hold has been released.

STUDENT INFORMATION

Andrew ID: Permanent Address: Mobile Phone: Date of Birth: Country of Citizenship: Visa Status:

Last/Family Name Preferred/First Name Middle Name/Initial

Required to create new student records and update records of students who previously attended:

Personal Email: Permanent Address: Mobile Phone: Date of Birth: Country of Citizenship: Visa Status:

mm/dd/yyyy (for non-U.S. citizens) (for non-U.S. citizens; e.g., F1)

ACADEMIC RECORD INFORMATION

All fields below must be completed when creating a new record, adding or changing a declared degree, or merging record information (e.g., connecting graduate admission records from a separate database). Updates to pre-existing, active S3 records do not require all sections to be filled in; you may enter information only where changes are being requested.

Effective Semester: Should this be applied to future semester records? Yes No

Does this require an entity change? Yes No

E.g., Transition from Qatar currency to US currency

Is this student currently a faculty/staff member? Yes No

Is this part of a dual or integrated degree program? Yes No

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Primary Advisor:

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DEPARTMENT AUTHORIZATION

Contact Name: Andrew ID: Date: mm/dd/yyyy

Departments must submit this completed form to registrar-forms@andrew.cmu.edu. For full form submission instructions, please visit cmu.edu/es/forms.instructions.html.

UNIVERSITY REGISTRAR'S OFFICE ONLY

Entity Change: CURRENT Entity: Program Code: Date: URO staff: (if applicable): NEW Entity: Program Code: Date: