Overview

This guide is for academic advisors. Its purpose is to help ensure consistency and to streamline processes.

Contents

About Enrollment Services............................................................................................................................................1
Whom to Contact............................................................................................................................................................1
Forms...............................................................................................................................................................................1
Applications — S3 & Stellic............................................................................................................................................2
Enrollment Statuses.......................................................................................................................................................3
Academic Programs.......................................................................................................................................................6
AP/IB/Cambridge & Transfer Credit.............................................................................................................................6
Drop Vouchers................................................................................................................................................................7
Cross-Registration (PCHE) & Joint Programs...............................................................................................................7
Commencement............................................................................................................................................................9
Doctoral Students & All But Dissertation Status........................................................................................................9
Student Separations from the University..................................................................................................................10
    Academic Actions...................................................................................................................................................10
    Leaves of Absence & Withdrawals..........................................................................................................................10
Quick Links....................................................................................................................................................................12
    Academic Standards, Policies, & Procedures............................................................................................................12
    Department & Academic Calendars........................................................................................................................12
    Student Privacy & FERPA........................................................................................................................................12
    NameCoach & Preferred Name............................................................................................................................12
    Transcripts..........................................................................................................................................................12
    Verifications.......................................................................................................................................................12
    Undergraduate Catalog.................................................................................................................................12
Frequently Asked Questions (FAQ).............................................................................................................................13
Enrollment Status Guide for Advisors (chart)...........................................................................................................16
Student Enrollment Cycle (chart)............................................................................................................................17
About Enrollment Services

The Division of Enrollment Services includes seven administrative departments: The HUB, University Registrar’s Office, Student Financial Aid Office, Student Accounts Office, Summer Studies, Enrollment Systems, and the Office of International Education. The division leads and delivers integrated administrative services that support students' academic goals from enrollment through graduation. Our staff strives to champion collaborative administrative services and counsel for all CMU campuses and programs in alignment with the university’s strengths in technology and effectiveness.

Whom to Contact

The HUB is the student service center where Student Financial Services (Student Financial Aid Office and Student Accounts Office), the University Registrar’s Office, ID Card Services, and Summer Studies come together to provide a one-stop-shop for the enrollment needs of students and families. The HUB is considered to be the front door to, or face of, Carnegie Mellon's Division of Enrollment Services.

- It is most appropriate to refer a student with questions to The HUB, as they are the student-facing department.

The University Registrar’s Office performs the essential roles of administering the collection and maintenance of student records, ensuring their accuracy and integrity, and enforcing academic policies. We also provide services related to registration, exams, grading, scheduling, and more.

- If a faculty or staff member has a question regarding a student and their academic record, or is submitting a form that affects a student, it is most appropriate to contact cmuregistrar@andrew.cmu.edu

URO Whom to Contact: https://www.cmu.edu/es/docs/uro-contacts.pdf

Forms

Where can I locate forms?

- Forms students are able to access and initiate can be found within the HUB website
- Forms only faculty/staff can access are found within the Enrollment Services Information for Faculty & Staff website

Email communication tips:

Email forms to: cmuregistrar@andrew.cmu.edu
- Rather than sending a form directly from a scanner, scan it to yourself and then send to us from your CMU email. It makes it easier to search for and is helpful to know who is sending it.
- Include a clear subject line identifying the type of form being sent.
• Send different types of forms in different emails.
  o Example: SACC forms for several different students may all be included together in one email, while a SACC form and a withdrawal form should be sent in separate emails, even if they are both for the same student. This is because we have different processes for each type of form.
• When inquiring about a student, please include their name or Andrew ID in your email so it can be easily referenced if needed.

Additional Notes:
• Always use the most recent copies of forms as published on the website.
• Please note our newer forms are being created for electronic completion.

Common Forms:
• Student Academic Code Change (SACC)
• Leaves and Withdrawals
• Returns from LOA
• Continuing Students
• Academic Actions: Suspensions & Drops

Applications – S3 & Stellic

Student Services Suite (S3)
https://www.cmu.edu/es/s3-project/index.html
The S3 is one of the university's most comprehensive enterprise systems and the system-of-record for all student data. The S3 is comprised of:
  • S3 Admin Console for administrative users
  • Student Information Online (SIO) for students
  • My Plaid Student (MPS) for parent/authorized users
  • S3 Faculty Course & Grade information for instructors

Stellic
https://www.cmu.edu/es/stellic/index.html
Stellic is a student-driven, collaborative academic planning tool that employs the university's undergraduate catalog and degree requirements to assist students with schedule planning and in meeting their degree requirements. The Stellic Degree Audit Application is a student success platform which includes degree planning tools in addition to a degree audit. The Stellic degree planner allows a student to drag and drop courses from the course search into their degree plan, checking for pre-requisites first. The degree planner also shows the interrelationships between courses, such as which courses are pre-requisites or co-requisites. The Stellic degree audit displays a student's progress towards degree requirements while allowing for double-counting and exception making. In addition, the Stellic application has other advising tools including notes, chat, and advisor alert functionalities.
Enrollment Statuses

What is an enrollment status?
- Enrollment statuses are internal S3 codes indicating a student's stage within the enrollment cycle for a particular semester.
- Statuses are used within S3 to indicate eligibility for enrollment, future enrollment, university departure, and/or financial implications identified by the Student Accounts Office.
- They can indicate if the student is eligible to register for units, if they have been registered with tuition paid, if they are taking a leave of absence, if they have been suspended, etc.

What enrollment statuses exist in S3?
See chart to the right.

Enrollment statuses by function:
- **Academic Actions** – D1, D2, S1, S2
- **Automatic Processes** – E1, W1, G1, G2
- **Departures** – LA, LS, W2, W3
- **Financial Holds** – BB, S3, S4
- **Other** – AB, DS, IN, QQ
- **Registration** – R1, R2, R3, R4

Detailed descriptions of enrollment statuses:
- **AB: Absentia**
  - Only used for doctoral students specifically in All But Dissertation *In Absentia* status
- **BB: Ineligible to Enroll [Internal use only]**
  - Registration not permitted due to outstanding financial implications and/or long-term lack of enrollment
- **D1: Drop/Academic Performance**
  - Used when student is dropped from an academic program due to academic performance
  - Usually paired with original letter from department
- **D2: Drop/Academic Integrity**
  - Used when student is dropped from an academic program due to academic integrity violations
  - Usually paired with letter from department and/or the Office of Community Standards & Integrity
- **DS: Deceased [Internal use only]**
- **E1: Enrolled [Internal use only]**
- Indicates student is both registered for units and has no outstanding financial obligations
- Ideal, “goal” status for students each semester they are actively enrolled
- Occurs through an automatic verification process once conditions have been met; is never changed manually

- **F1: Forfeit**
  - Student has forfeited admission to their program
  - Is only appropriate if in their first semester of their undergraduate or graduate program
  - Cannot be used after add deadline of their first semester; they would need a Withdrawal form if they had been attending classes beyond the add deadline (10th day) of their first semester

- **G1: Graduated** [Internal use only]
- **G2: Pending Graduation** [Internal use only]
- **IN: Inactive Record** [Internal use only]
- **LA: Leave of Absence**
  - Student is taking a leave of absence; Leave of Absence form must be used
- **LS: Leave/Student Affairs**
  - Student is taking a leave of absence with Student Affairs and/or OCSI involvement; Leave of Absence form must be used
- **R1: Conditionally Enrolled**
  - Student is either registered for units without tuition/balance being paid, or they are not registered for units with tuition/balance being paid
  - Student status changes from R3 to R1 after the add deadline if they meet either of these conditions
- **R2: Admission Deferred**
  - Student is deferring (postponing) their admission to an undergraduate or graduate program
  - May only be used up to the add deadline of their first semester of the program
- **R3: Eligible to Enroll**
  - Student is eligible to enroll for the semester and is in good standing with Student Accounts
- **R4: Future Enrollment**
  - Rarely used; acts as placeholder for records created with semesters in advance of their intended start date
  - For example, some programs need students to have an active record in spring prior to them beginning classes in summer or fall; R4 would be appropriate for the semesters created prior to enrollment
- **S1: Suspension/Academic**
  - Student has been placed on a formal suspension
  - Usually accompanied by a letter from department
- **S2: Suspension/Disciplinary**
  - Student has been placed on a formal suspension with Student Affairs/OCSI involvement
- Usually accompanied by a letter from department and Student Affairs/OCSI

- **S3: Suspension/Administrative [Internal use only]**
  - Indicates student's account has been suspended (enrollment prevented) due to balance owed
  - Student Accounts runs this process automatically
  - Students in this status must work with the HUB to have this issue resolved; they cannot enroll in coursework until Student Accounts has cleared financial hold

- **S4: Suspension/Administrative Restriction [Internal use only]**
  - Indicates student's account has been suspended (enrollment prevented) due to balance owed in addition to a “special” status (e.g., S1, S2, LA, LS)
  - Student Accounts runs this process automatically
  - Students in this status must work with the HUB to have this issue resolved; they cannot enroll in coursework until Student Accounts has cleared financial hold

- **W1: Withdrawal/Administratively [Internal use only]**
  - Automatic process run by URO after add deadline of each semester
  - Indicates student has not been enrolled and has not been cleared for the semester

- **W2: Withdrawal**
  - Formal withdrawal from the university
  - Withdrawal form must be used

- **W3: Student Affairs Withdrawal**
  - Formal withdrawal from the university in conjunction with Student Affairs/OCSI
  - Withdrawal form must be used

**What enrollment statuses can I use as an advisor?**

- **Statuses you can change to using a SACC form:** F1, R2, R3, S1
- **Statuses you can change from using a SACC form:** BB, E1, G1, G2, R1, R2, R3, R4, W1
- **Statuses you can change to using other forms:**
  - LA, LS – Leave of Absence form
  - W2, W3 – Withdrawal form
  - S1, S2 – suspension letter
  - D1, D2 – drop letter
- **Statuses you can change from using other forms:**
  - LA, LS – Petition to Return from Leave of Absence
  - S1, S2 – Petition to Return from Leave of Absence
- **Statuses the student must consult:** the HUB and/or Student Accounts for: BB, S3, S4

*See “Enrollment Status Guide for Advisors” (p. 16).

**Where can I find enrollment statuses?**

- S3 > individual student records > Academic Records tab > Enrollment > Status
Academic Programs

An academic program, identified by an academic program code, is a way to group students by one or more of the following:

- Admission Year
- Tuition/fees assessed
- Campus location
- Program length option

The academic program code, along with the degree, college, department, and major, is a component of an academic offering. Note: In other contexts the phrase “academic program” (or just “program”) is sometimes used to refer to a student’s course of study (degree/major), but it is important to note that when we say “academic program” in terms of S3, we are talking about what is identified by the academic program code.

S3 Academic Program Codes: What are they? Why are they used?

- Academic Program codes tie a great deal of information to a student: year of entry (some programs), presence on campus vs. distance education, tuition, fees, etc.
- Academic Program codes occasionally need to be changed. Reasons include:
  - Change in campus/program location
  - Internships
  - Part-time, flex time, hybrid programs
  - Semesters abroad or exchange programs
  - Transition from undergraduate to graduate
  - All But Dissertation Declaration/Status Change (doctoral students only)
  - Entering certificate programs

Where can I find program code options for my advisees?

- S3 > Registrar tab > Maintenance > Program Maintenance
- S3 > Registrar tab > Maintenance > Academic Offering Maintenance

AP/IB/Cambridge & Transfer Credit

Scores

- AP scores are received electronically, and credit is automatically awarded to first year students only. The advisor and student both receive an email when the scores have been received. For first year students only, a second email is sent if credit was awarded. If AP scores are received after a student’s first year, the advisor will need to award any credit number manually in S3.
- IB and Cambridge scores are received in paper format via the mail. The advisor has to manually award credit in S3.
- Additional information and instructions can be found on the HUB website: https://www.cmu.edu/hub/registrar/registration/ap-transfer-credit.html
Transfer Credit

- Students may submit transcripts from other institutions for transfer credit and/or study abroad.
- **Transcripts must be official copies.** They cannot be submitted directly from students; they must be sent directly to the University Registrar’s Office from the other institution.
- All transcripts received for students are recorded as a memo in S3.
- Transcripts are uploaded to Box folders for advisors to view. Email cmuregistrar@andrew.cmu.edu if access is required or no longer needed.
- Additional information and instructions can be found on the HUB website: https://www.cmu.edu/hub/registrar/student-records/transcripts/index-2.html

Drop Vouchers

A late drop voucher system was implemented beginning with the fall 2018 semester to permit a limited number of late course drops. Undergraduate students are permitted **three drop vouchers** over the course of their undergraduate career and may use only one voucher per semester (including summer). Master’s students are permitted **one drop voucher** per year of study. PhD students are exempt from the voucher process. Courses dropped using a voucher will be removed from the student’s record, as long as the drop is confirmed in SIO by the student within 24 hours of receiving the automated voucher email (refer to instructions below). Students may use drop vouchers up until the last day of classes each semester.

**Voucher Instructions:**

- A student wishing to drop a course after the deadline must first consult with their academic advisor. It is important to note that vouchers are not intended to be used for exceptional or extenuating circumstances; additionally, drop vouchers cannot be used to drop below full-time status (36 units).
- After consultation, the academic advisor will initiate a drop voucher request in S3 (the student information system).
- After the request is initiated by the advisor, the student will receive an automated email requesting that they confirm the voucher information is correct within SIO (by selecting ‘Official Schedule’ under the ‘Registration’ tab, and clicking ’Confirm Drop’). The student will have 24 hours to confirm the drop; otherwise, the course will remain on their record.
- Students may elect to request a drop voucher up until 11:59 p.m. on the last day of classes. View the Academic Calendar for dates.

Cross Registration (PCHE) & Joint Programs

Full-time Carnegie Mellon students may take subjects for credit through the [Pittsburgh Council on Higher Education (PCHE)](https://www.cmu.edu/hub/registrar/student-records/transcripts/index-2.html). The purpose is to provide opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross-register for **ONE (1)** course at any of the ten (10) PCHE institutions. Carnegie Mellon students should not cross-register for a course that is offered at Carnegie Mellon during the semester unless their associate dean feels there are exceptional circumstances. We discourage students from cross-
registering in their final semester since grades may not be available in time for certification to graduate.

ALL students are required to submit a PCHE Cross Registration Request Form with their home advisor's signature of approval.

**PCHE Institutions:**
- Community College of Allegheny County (CCAC)
- Carlow University
- Carnegie Mellon University
- Chatham University
- Duquesne University
- LaRoche University
- Point Park University
- Pittsburgh Theological Seminary
- Robert Morris University
- University of Pittsburgh

**Outgoing Cross-Registration (Full-Time CMU Students)**
Carnegie Mellon students who are registered for at least 36 units prior to adding a PCHE course will not have additional tuition charges, except for special course or laboratory fees for cross-registered courses. Carnegie Mellon students do not acquire status at the host institution but have library and bookstore privileges. Credit and grades are transferred directly to the home institution. Cross-registration usually does not apply during the summer. Students must submit a PCHE form to their home registrar's office prior to both their home and host institutions' add/drop dates. The PCHE FAQs can answer most questions related to registration.

- Students must complete the cross-registration form in its entirety, including all required course information as well as obtaining advisor signatures. Student's advisors are responsible for assuring eligibility for the course in which the student intends to enroll. If student is registering for a course at the University of Pittsburgh, both the course number and the CRN number listed in their catalog should be included. If the class has a restriction or special permission requirement, the student must go directly to the University of Pittsburgh's offering department and request and complete an "Admission to Closed/Restricted Course" form. This form must be processed by the University of Pittsburgh's Registrar's Office in order to be registered into their student system. It is the student's responsibility to provide Carnegie Mellon's Registrar's Office with a copy of the permission slip.
- Students wishing to cross register for more than one course must have a letter of approval from their dean. Students enrolled in an approved joint program between two PCHE institutions are exempt from the requirement of being full-time at either school. This information must be indicated on the Joint Program line of the cross registration form at the time the form is submitted to the University Registrar's Office.
- **Students in their final semester should not cross-register for classes. Due to various final grade submission deadlines of the other institutions, grades are often late and may delay degree certification.**
Auditing - If students choose to audit a class, they must adhere to the deadlines set forth by the host institution. No exceptions will be granted. Also, students must submit a course audit approval form (available at the host institution) to the CMU Registrar's Office within the first 10 days of class.

Commencement

Graduation Management
- Departments certify primary degrees including additional majors & minors, flag honors, and record thesis titles
- Additional information can be found at https://www.cmu.edu/es/graduation-management/index.html

Commencement
- Students can update their diploma names, addresses, etc. in SIO
- Additional information can be found at https://www.cmu.edu/commencement

Diplomas
- No student may receive a diploma until all financial and/or student life obligations to the university have been met
- Additional information can be found at https://www.cmu.edu/hub/registrar/graduation/diplomas/index.html
- Information about Certified Electronic Diplomas (CeDiploma) can be found at https://www.cmu.edu/hub/registrar/graduation/diplomas/electronic/index.html

Doctoral Students & All But Dissertation Status

Doctoral students in all departments must enter All But Dissertation status once they have completed all coursework and have only their dissertation left to complete prior to earning their PhD degree. All forms and policies can be found within the Enrollment Services website. Please consult website for most recent content and updated forms.

Forms affiliated with All But Dissertation:
- All But Dissertation Status Agreement
- All But Dissertation Status Change
- Doctoral Student Final Semester

Supplementary documents:
- Doctoral Student Process Flowchart
- All But Dissertation & Doctoral Student FAQs
- All But Dissertation Status Detail Chart
- All But Dissertation Cycle: Program Code Flowchart (not yet published)
Student Separations from the University

Academic Actions

Academic actions are specifically for students whose college has deemed them under suspension or permanently dropped from their program(s).

Suspensions:
- The length of a suspension is determined by the student's department and involves an intention to return and continue their program.
- Suspensions are initiated by sending a copy of the department's notification letter to the student, outlining the decision to suspend them and conditions for return. Student will be changed to S1 status by the University Registrar's Office.
- Student will become S2 status if OCSI is involved due to disciplinary actions and/or academic integrity violations.
- Student initiates return to the university by submitting a Petition to Return from Leave of Absence form to their department. Once the necessary signatures have been obtained, the completed form is submitted to the University Registrar's Office.

Drops:
For students dropped from a program due to academic and/or disciplinary reason, the student is not permitted to return and complete the program.
- Academic drops are initiated by sending a copy of the department's letter to the student outlining the reasons for the drop.
- Student will be changed to D1 status once received by the University Registrar's Office.
- Student will be changed to D2 status if OCSI is involved due to disciplinary actions and/or academic integrity violations.
- Student can never return to the program they were dropped from; however, depending on the circumstances and agreements set by OCSI, if applicable, the student may return to the university to enroll in a different program.

Leaves of Absence & Withdrawals

Leaves of absence and withdrawals from the university are long-term departures; leaves are temporary (length permitted determined by college) and withdrawals are permanent. It is important for students to have a direct conversation with their advisor when considering any type of leave. Tuition adjustments are determined by the Tuition Adjustment Policy and Schedules published by Student Financial Services.
Leaves of Absence:
- Student initiates process using most recently updated Leave of Absence form found on the HUB website.
- Intended to be temporary with permitted length is determined by college – usually one semester, but up to two years
- Date Student Began Leave Procedure (a.k.a. DOW) is essential to record on the leave of absence form as it determines all tuition, fee, and grade adjustments. This date reflects the date on which the student initiated the process with their department; this is up to the advisor's discretion.
- Forms must contain all necessary signatures and will not be processed if any information, primarily the signatures and DOW, are not provided.
- Completed forms are submitted to the University Registrar's Office by the department.
- Please note a leave of absence will be effective immediately for the semester in which it is declared – forward.
- Student enrollment status will become LA in most cases. LS status will be used if OCSI is involved due to disciplinary actions and/or academic integrity violations.
- Students must submit a Petition to Return from Leave of Absence form to their department in order to be approved for enrollment once they are ready to return to the university.

Withdrawals:
- Student initiates process using most recently updated Withdrawal from found on the HUB website.
- Intended to be permanent for the effective semester – forward.
- Date Student Began Withdrawal Procedure (a.k.a. DOW) is essential to record on the withdrawal form as it determines all tuition, fee, and grade adjustments. This date reflects the date in which the student initiated the process with their department; this is up to the advisor's discretion.
- Forms must contain all necessary signatures and will not be processed if any information, primarily the signatures and DOW, are not provided.
- Completed forms are submitted to the University Registrar's Office by the department.
- Student enrollment status will become W2 in most cases. W3 status will be used if OCSI is involved due to disciplinary actions and/or academic integrity violations.
Quick Links

Academic Standards, Policies, & Procedures
You should become familiar with the following sources, which are the primary documents governing academic policies: the University Policies website, the Undergraduate Catalog, and individual department handbooks provided to each graduate student.

Department & Academic Calendars
The Department Calendar follows the official Academic Calendar and provides deadlines and action items for departments, as well as important dates related to Registrar's Office activities, tuition and billing, and report distribution. The Academic Calendar serves as an information source and planning document for students, faculty, staff and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates and more.

Student Privacy & FERPA
https://www.cmu.edu/es/privacy/index.html

NameCoach & Preferred Name
https://www.cmu.edu/hub/registrar/student-records/namecoach.html

Transcripts
- Incoming: https://www.cmu.edu/hub/registrar/registration/transfer-transcripts.html
- Outgoing: https://www.cmu.edu/hub/registrar/student-records/transcripts/faqs.html

Verifications
https://www.cmu.edu/hub/registrar/student-records/verifications/index.html

Undergraduate Catalog
http://coursecatalog.web.cmu.edu/
Frequently Asked Questions

Q: I would like to withdraw a student due to administrative reasons. Do I use a SACC form to request W1, or do I use a Withdrawal form for W2 status?

A: Withdrawals of any kind from the university are requested using the official Withdrawal form for W2 status.

W1 status is only used by the registrar’s office.

Q: My graduate advisee is being charged tuition for their summer research credits and should not be; how do I fix this?

A: Check that your advisee is coded as MRR (master’s-level) or GRR (doctoral level) for that semester, as MRR and GRR program codes are not connected with tuition charges.

Almost all PhD students have their summer semesters made GRR automatically.

Master’s students do not have MRR created automatically for their summer semesters at this time because their programs vary much more.

If a student has been charged tuition for reading and research when they should not have for summer, please submit a SACC form to make them MRR or GRR as appropriate.

Q: My undergraduate advisee is moving into a graduate program. What form do I use to update their information?

A: Please use a Returning Student Record Update form, as it includes thorough academic information: semester, program code, department, college, major, degree, etc.

SACC forms should not be used for this purpose, as they lack degree information, which can slow down processing, since additional inquiries will be needed by URO staff.

Q: A student has not been enrolled in several semesters and/or years, but they never took a formal leave of absence. What should I do in order to reactivate them?

A: Submit a Returning Student Record Update form.

Formal leaves of absence or suspensions will require Petition to Return from Leave of Absence forms.
Q: A student has not been enrolled and/or has not been in contact with the department for several semesters. Does anything need to be done in S3?

A: If you do not believe the student will be returning, or if it has been so long that they would have to re-apply for admission, please submit a Withdrawal form and remove the student’s degree(s) from Degree Declaration.

If you think the student may come back at some point to finish their degree, move forward the expected graduation semester for the student’s degree(s) to several semesters in the future. If it becomes clear that the student will not be returning, submit a Withdrawal form and remove their degree(s) from Degree Declaration.

Q: My advisee has graduated, but their status is not G1. Can I use a SACC form to update their status to G1?

A: No forms are necessary to update the student to G1. G1 runs as part of an automatic process and does not affect their certification or graduation abilities.

Q: My advisee is graduating but their status is G2 – pending graduation – rather than G1. Can I have this updated?

A: No updates or forms are necessary to update this status. The G2 process runs automatically based on the expected graduation semester entered within the student's degree information in S3.

G2 will not affect their certification or graduation abilities.

Q: Where can I find copies of my advisees’ transcripts for transfer credit?

A: Currently, URO is keeping scans of these transcripts within Box (https://cmu.app.box.com) with access limited to certain staff members.

To request access, please email cmuregistrar@andrew.cmu.edu and specify whether you will need access to the undergraduate folder, graduate folder, or both.

Q: My advisee says they submitted a transcript for transfer credit, but it has not been recorded in S3 nor uploaded to Box. What can we do to locate it?

A: Due to the numerous ways institutions manage transcripts, they are received in various methods. Sometimes, that means they do not match up to their intended location.

If possible, have the student (or yourself on their behalf) email us with detailed information about the transcript:
What institution is it from?
When was it sent?

Attach a copy or screenshot of the receipt from their order.

If we have not received it, the student will need to resubmit a copy. Please refer them to our website page: https://www.cmu.edu/hub/registrar/student-records/transcripts/index-2.html

**Q: My advisee is currently BB/S3/S4 status, but they need to register for courses. Can I have this updated using a SACC form?**

A: Any enrollment status managed by the Student Accounts Office cannot be updated using a SACC form; these statuses indicate a financial hold on the student’s record.

If your advisee has a financial hold on their account, they will need to work with the Student Accounts Office to resolve the issue. Afterwards, the University Registrar’s Office will be able to make changes to their enrollment status.
<table>
<thead>
<tr>
<th>Enrollment Statuses †</th>
<th>Requests permitted via SACC ‡ Form</th>
<th>Requests permitted via other forms</th>
<th>Registrar’s Office Internal Use Only</th>
<th>Student Accounts Office Internal Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>BB</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>D1/D2 †</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>E1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>F1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>G1/G2</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>LA/LS</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>R2</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>R3/R1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>R4</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>S1/S2 †</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>S3/S4</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>W1</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>W2/W3</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

† Some enrollment statuses are paired due to the similar functions of their counterparts.
‡ Drops and suspensions are ideally requested using a letter from the department to keep on record for the student.
§ Use the Returning Student Record Update form instead of the SACC (Student Academic Code Change) when needing to change student degree and/or converting student from undergraduate to graduate record.
Student Enrollment Cycle
SEMESTER REGISTRATION PROCESSES & ENROLLMENT STATUSES

Registration
Student is R3 status and eligible to enroll through the add deadline.

Records "Flipped"
After the add deadline, students will become R1, W1, or E1. E1 is the goal: registered and paid.

Record Created
Student has been admitted and has record entered in S3.

Tuition Billing
Students are billed for tuition.

Cycle Continues
Students who had been E1 in prior semester become R3 when new semester record is created.