

CHANGE OF STATUS FORM (2/08)

The Registrar's Office
Antioch University McGregor
900 Dayton Street
Yellow Springs, OH 45387
937-769-1821

Change of address:

Current Name & Address:

Former Name & Address

New Telephone Number: _____

Former number: _____

FAX Number _____

E-Mail Address: _____

SSN: _____ Advisor: _____

All changes in this box must be accompanied by written request from student (except for withdrawal for financial or academic purposes, in which case Student Accounts or program office provides written documentation).

Effective date(s) of action: _____

___ Change Date of Entry (deferral)

___ Leave of Absence (3 mo. maximum)

___ Withdrawal

___ Re-enrollment (if within 1 yr. of withdrawal)

___ Program extension

___ Name change from _____ to _____

___ Change of program from _____ to _____

Student currently enrolled in:

___ Weekend College

___ Intercultural Relations

___ Grad Management

___ Education Department

___ IMA/ILPS

___ ELSS

___ Conflict Resolution

___ CCM (Community College Management)

___ Other _____

As of the following date: _____ the student owes a balance of \$ _____ to be settled with the Student Accounts Office to re-entry into the program.

Registrar's Office: Approved _____ (Initial) _____ Not Approved

Comments: _____

Date Received by Registrar's office: _____ Received by: _____

Instructions for completing the Change of Status form

Anyone at Antioch University McGregor who receives information from a student that changes their permanent record, whether over the phone, in writing, in person, or e-mail is required to complete a change of status form on their behalf.

1. When filling out form, the top section is completed by the initiator (you) who records student name, social security number, faculty advisor, date of entry, your name (as initiator) and the date you are completing the form.
2. Please check the program in which the student is currently enrolled.
3. The student should be informed that they must submit certain changes (reflected in the first boxed area) *in writing* in order for us to be in compliance with the law. E-mail and faxing are not acceptable (although students may initiate the change of status process via fax, e-mail or telephone, we still require a request that is signed by the student). Correspondence should be addressed to the Registrar's Office. Mark these changes in the first boxed area. If correspondence is forthcoming from the student, indicate this on the "comments" line.
4. If the change is reflected in the second boxed area (phone & address), we do not require written notification from the student and the initiator can complete this section.
5. Make certain you indicate the effective date of action. For instance if "leave of absence", indicate what specific months the student is requesting. *This is very important, because many changes have financial repercussions for the student that hinge on the dates indicated on this line.*
6. If you already have a written request from the student, indicate on "student's written request attached". If the change is the result of financial or academic action, please indicate on "other attached".
7. Anyone may use "comments" section, but please indicate here if student is sending written request. This line can also be used to indicate academic requirements that must be met before a student can re-enroll. The Registrar's Office will hold these forms, pending receipt of written notification.
8. Route this form to the appropriate Student Accounts Officer (undergraduate or graduate) f: (a) written notification is not required, or (b) written notification is required and is attached.
9. If written notification is required, but has not been received, route this form to the Registrar's office.
10. The Registrar's office will e-mail notification of student changes to the appropriate Program Office, Financial Aid Office, Accounting and Faculty Advisor.