

**INTRA-UNIVERSITY TRANSFER OF SCHOOL,
MAJOR FIELD OF STUDY, OR CONCURRENT ENROLLMENT**
[INSTRUCTIONS ON REVERSE]

Name: _____ Person ID: _____
Last First MI

A. Intra-University Transfer of School or Major Field of Study

Please circle all terms that require updating and include the appropriate year; please note that if this form is received after the student's academic program information has been activated into future terms, the student's record will be updated accordingly.

Term/Year Effective: SPRING _____ 1SS _____ 2SS _____ FALL _____

ACADEMIC PRIMARY PROGRAM INFORMATION
Change From:

ACADEMIC PRIMARY PROGRAM INFORMATION
Change To:

CAREER: _____

CAREER: _____

CLASSIFICATION: _____

CLASSIFICATION: _____

COLLEGE/CAT: _____

COLLEGE/CAT: _____

DEGREE: _____

DEGREE: _____

MAJOR 1/OPTION: _____

MAJOR 1/OPTION: _____

MAJOR 2/OPTION: _____

MAJOR 2/OPTION: _____

MINOR: _____

MINOR: _____

(The information above is what you will find on screen 111. Please copy the exact information that you see on the screen.)

(The information above can be obtained by looking at the HELP screen on screen 111 or by looking up the appropriate College, Degree, or Major on screen 1A3.)

NOTE: If a student needs to be transferred into an academic secondary program, please contact the Office of the University Registrar for instructions.

B. Concurrent Enrollment

(This section should be completed only for those students who have been admitted into a joint degree program and whose coursework is located in two separate academic units [e.g., GUL/W].)

Please circle all terms that need to be noted as concurrently enrolled and include the appropriate year; please note that if this form is received after the student's academic program information has been activated into future terms, the student's record will be updated accordingly.

Term/Year Effective: SPRING _____ 1SS _____ 2SS _____ FALL _____

Please indicate the Academic Unit that should be considered the HOME and the HOST. The HOME AU is usually considered to be the AU where the student is taking the most coursework.

HOME AU _____

HOST AU _____

C. Signature required from both dean's offices regarding A and B:

Approval of Dean / Date

Approval of Dean / Date

INSTRUCTIONS FOR COMPLETING THIS FORM

1. This form must be obtained from the dean's office of the student's college. If approved by the dean of the school in which the student is presently enrolled, the form must then go to the dean's office of the college to which the student wishes to transfer where a major field of study and an advisor will be assigned. After it is approved by both deans' offices, the form must be taken to the Office of the University Registrar in suite 3100 SASB North or it can be mailed through campus mail to CB# 2100.
2. This form must be signed by both deans' offices before it can be processed by the Office of the University Registrar. If any signatures are missing, the form will be returned to the appropriate office.
3. It is very important that all the information is filled out correctly on the front of the form, particularly the DEGREE information. Having incorrect degree codes on this form can cause problems for students when a degree application is being created for them. If you have any questions about how the form should be completed, please contact the Office of the University Registrar at 962-3954.