

Bulk Student Academic Record Update

This form should be used to update student enrollment statuses, program codes, and/or class numbers in **bulk** (e.g., 5 students or more). For changes to a single student record and/or for students moving from undergraduate into graduate programs, the Academic Record Update form should be used instead.

Note:

- All students listed on this form must be receiving the same code change.
- This form should not be used for leaves of absence, university withdrawals, or All But Dissertation status for doctoral students.
- Program code options are available to view in S3 under Registrar → Academic Offering Maintenance.
- Students with holds cannot be made Eligible to Enroll (R3) until the hold has been released.

ACADEMIC RECORD INFORMATION

| |
|---------------------|
| Effective Semester: |
| College: |
| Department: |

Reason for code change:

E.g., administrative oversight, changing academic track, etc.

Should this change be applied to future semesters? Yes No
If yes, this change will be applied to all future semester records in S3.

Does this request require a change to major(s) and/or degree(s)? Yes No
If yes, please note the specific change to major/degree below:

E.g., degree from BA to BS, major from CEE to CEEAIS, etc.

UPDATE RECORD TO:

| |
|--------------------|
| Program Code: |
| Enrollment Status: |
| Class Level: |

STUDENT INFORMATION

| | ANDREW ID | LAST NAME, FIRST NAME | | ANDREW ID | LAST NAME, FIRST NAME |
|-----|-----------|-----------------------|-----|-----------|-----------------------|
| 1. | _____ | _____ | 21. | _____ | _____ |
| 2. | _____ | _____ | 22. | _____ | _____ |
| 3. | _____ | _____ | 23. | _____ | _____ |
| 4. | _____ | _____ | 24. | _____ | _____ |
| 5. | _____ | _____ | 25. | _____ | _____ |
| 6. | _____ | _____ | 26. | _____ | _____ |
| 7. | _____ | _____ | 27. | _____ | _____ |
| 8. | _____ | _____ | 28. | _____ | _____ |
| 9. | _____ | _____ | 29. | _____ | _____ |
| 10. | _____ | _____ | 30. | _____ | _____ |
| 11. | _____ | _____ | 31. | _____ | _____ |
| 12. | _____ | _____ | 32. | _____ | _____ |
| 13. | _____ | _____ | 33. | _____ | _____ |
| 14. | _____ | _____ | 34. | _____ | _____ |
| 15. | _____ | _____ | 35. | _____ | _____ |
| 16. | _____ | _____ | 36. | _____ | _____ |
| 17. | _____ | _____ | 37. | _____ | _____ |
| 18. | _____ | _____ | 38. | _____ | _____ |
| 19. | _____ | _____ | 39. | _____ | _____ |
| 20. | _____ | _____ | 40. | _____ | _____ |

DEPARTMENT AUTHORIZATION

Contact Name: _____ Andrew ID: _____ Date: _____
Print/Type *mm/dd/yyyy*

Advisors/departments should submit this completed form to the University Registrar's Office at registrar-forms@andrew.cmu.edu.