BAY STATE COLLEGE

Student Action Form: Register – Add/ Drop –Withdraw – Status Change

PLEASE USE BLUE OR BLACK INK, NO PENCIL WHEN COMPLETING THIS FORM

STUDENT NAME_____ _____NEW _____RETURNING
LAST NAME FIRST NAME MIDDLE INITIAL

STUDENT ID NUMBER_____ PROGRAM VERSION_____ _____ASSOCIATES _____BACHELORS

1

ADDRESS_____
STREET APT NUMBER CITY STATE ZIP CODE

TELEPHONE_____ CELL _____ EMAIL_____

ACTION CODE: R = REGISTER A = ADD D = DROP W = WITHDRAW (PLEASE CHECK REASON FOR WITHDRAWAL BELOW)

TERM	COURSE NUMBER	SECTION	ACTION CODE	COURSE DESCRIPTION	ON-LINE	WAITLIST
FALL 2008D	ENG 101	A	R	ENGLISH I	NO	YES

2

Student Signature _____ Date of Determination _____ PROCESSED BY: _____

Academic /Admissions Rep/Registrar Signature _____ Date _____ DATE: _____

Status Change: ____College Withdrawal ____Leave of Absence ____Re-Entry ____Re-Enrolled

Reason for Drop/Withdrawal: ____Changed Mind ____Too Difficult ____Financial Difficulties ____Other

____Judicial ____Family Emergency/Death ____Military____Wrong Course ____Professor/Course

____Medical Problems ____Moving out of Area ____Transferring ____Suspended ____SAP Not Met

HOLD BOX: ____FA ____STUACC

____Library ____Transcript ____Immunization

3

Original to Registrar Copy to Student – Bursar – Financial Aid – Faculty Advisor

STUDENT ACTION FORM INSTRUCTIONS

The "Student Action Form" is a multi-purpose form. It combines the "Change in Status", "Add/Drop", "Withdrawal", and "Registration" forms. For this form to work effectively, all information needs to be filled in depending on the situation. The rules still apply as if the forms were separate. For further clarification, please refer to the Student Handbook or College Policy (found on the BSC folder).

Section One

This section is to be completed whenever using this form.

Note that by listing a new program version on the form does not constitute an official change. A change of Program Version form is still required.

Section Two

The next portion relates to Registration, Add/Drop, and Withdrawal.

1) Note the "Action Codes" and enter the correct letter carefully. An example is provided.

2) A signature and date is required by the student and Academic/Registrar. The only exception to "no student signature" is if the student does not see the Advisor/Registrar in person or telephones the request. The statement "Absent Request" will be written in by the Advisor/Registrar along with the "Date of Determination" (when the student made initial contact).

Section Three

This section is to indicate the Status Change and Reason for Drop/Withdrawal. Additional comments can be made on this side of the form.

Note the number of copies required and forward to appropriate individuals.

Additional Withdrawal Comments:

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