

Administrative Changes

Procedures:

1. An Administrative Change may be processed in the Academic Departments during the first 12 days of a full term and the first 4 days in the summer terms. The students registration is updated on Banner. Forms will be submitted to the Office of the Registrar by a representative of the Academic department.
2. The Office of the Registrar will process all Administrative Change Forms submitted by Academic Departments for processing. Forms will be maintained for 5 years