



Office of the Registrar  
Summerville Campus  
Rains Hall  
(706) 446-1430  
records@augusta.edu

# STUDENT RECORD UPDATE FORM

Degree-Seeking Students are eligible to update their student record with appropriate approval. MCG Students are eligible to add a Clinical Campus, if needed for the completion of a rotation. Non-Degree Seeking Students are not eligible to update their student record and must apply via Academic Admissions as Degree Seeking to make any changes. As students are reported in their curriculum to the Department of Education at the beginning of each term and any changes to curriculum during a term may impact the assessment of tuition and fees, updates submitted after the published drop/add period on the academic calendar will be effective for the next term. Upon completion of the form, submit to [records@augusta.edu](mailto:records@augusta.edu).

## PART 1: STUDENT INFORMATION

Required for all requests.

## PART 2: REQUEST INFORMATION

- I. **Current Information:** Complete Current Information if the student is removing or changing a major, catalog year, or campus.
- II. **Remove:** Check the Remove box if the current program should be removed and replaced with the information in the Changing To field. Students removing a concentration, certificate, or minor only need the current Advisor's Signature. Example: Student no longer wishes to pursue Certificate of Cyber Defender with B.S. in Information Technology.
- III. **Changing To:** Complete the "Changing To" information when a student is changing from one or more of the fields in the "Current Information" section. Changes to degree, major, program, concentration, or certificate require the signature of a department official or advisor from the new department. Example: Bachelor of Science with a major in Biology changing to Bachelor of Art with a major in History.
- IV. **Add an Additional:** Complete the "Adding an Additional" section when a student record is to remain but you are adding a degree, major, concentration or certificate. Only the signature of the department official or advisor from the new degree, major, concentration, or certificate is required. Example: Bachelor of Arts with a major in Sociology, a major in Criminal Justice.
- V. **Add Clinical Campus (MCG Students Only):** Complete the "Add Clinical Campus" for any Medical College of Georgia student going to a clinical site.

## PART 3: REQUIRED SIGNATURES

- Adding or removing a concentration, certificate, or minor only requires approval from the Current Advisor.
- Changing to a new degree, major, program, concentration, or certificate requires the approval from the New Advisor or New Department Official.
- Students in The College of Allied Health Sciences, The College of Nursing, The Graduate School, The Medical College of Georgia, or the Dental College of Georgia require signatures from the Current and New Program Director and the Current and New Dean.



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## PART 1: STUDENT INFORMATION

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

## PART 2: REQUEST INFORMATION

Effective Semester of Change:    Fall    Spring    Summer    20

\*Since students are reported in their curriculum to the Department of Education at the beginning of each term and since changes to curriculum during a term may impact the assessment of tuition and fees, change of majors submitted after the published drop/add period on the academic calendar will be effective for the next term.

| I. CURRENT INFORMATION:                    | II. REMOVE: | III. CHANGING TO:             |           |
|--|-------------|-------------------------------|-----------|
| Current Degree:                            |             | New Degree:                   |           |
| Current Major:                             |             | New Major:                    |           |
| Current Minor:                             |             | New Minor:                    |           |
| Current Concentration/Track:               |             | New Concentration/Track:      |           |
| Current Certificate:                       |             | New Certificate:              |           |
| Current Catalog Year:                      | X           | New Catalog Year:             |           |
| Current Campus:                            | X           | New Campus:                   |           |
| Current Expected Graduation Date:          | X           | New Expected Graduation Date: |           |
| VI. ADD AN ADDITIONAL:                     |             |                               |           |
| Degree:                                    |             |                               |           |
| Major:                                     |             |                               |           |
| Concentration/Track:                       |             |                               |           |
| Certificate :                              |             |                               |           |
| Catalog Year :                             |             |                               |           |
| V. ADD CLINICAL CAMPUS - MCG STUDENTS ONLY |             |                               |           |
| Northeast                                  | Northwest   | Southeast                     | Southwest |

## PART 3: REQUIRED SIGNATURES

| APPROVAL   | PRINTED NAME | SIGNATURE | DATE  |
|--|--------------|-----------|-------|
| Student  | _____        | _____     | _____ |
| Current Advisor or Department Approval               | _____        | _____     | _____ |
| New Advisor or Department Approval                   | _____        | _____     | _____ |
| Current Major's Department Chair or Program Director | _____        | _____     | _____ |
| New Major's Department Chair or Program Director     | _____        | _____     | _____ |
| Current Major's Dean                                 | _____        | _____     | _____ |
| New Major's Dean                                     | _____        | _____     | _____ |
| The Graduate School Dean                             | _____        | _____     | _____ |