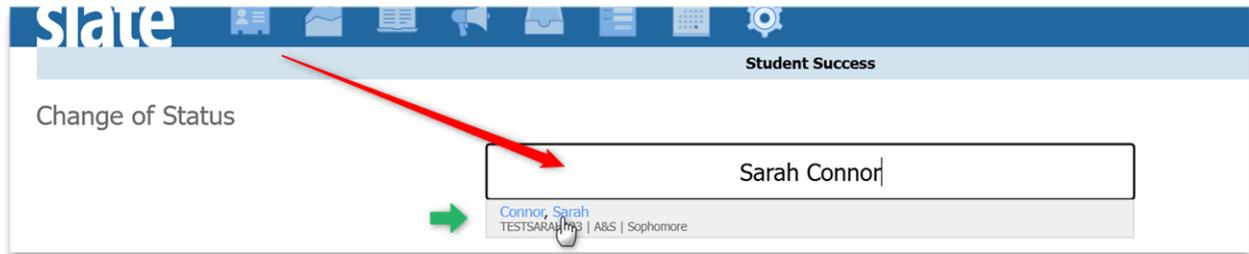
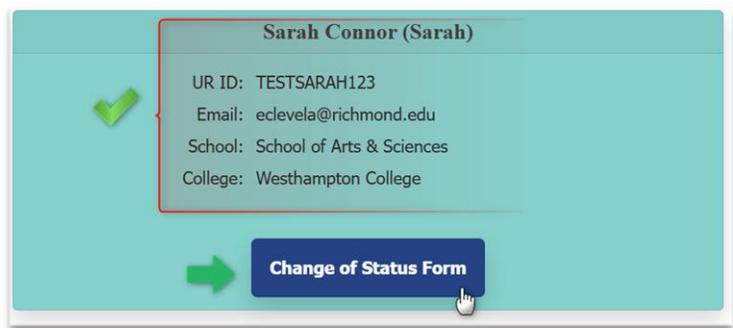


Submitting a Change of Status Form

1. To access the form visit: <https://students.richmond.edu/manage/concierge/?id=448bd261-81b2-4dcc-9680-05f2e4644efa>
2. Search for any student record in the central “Search Persons” box. Select the student from the dropdown list.



3. Confirm student information and click Change of Status form.



4. Complete the Change of Status form and submit.
 - a. Enter the appropriate **Effective Date** and **Effective Term**. The effective term should contain the effective date except in these four situations where the effective date occurs before the start of the effective term:
 - i. If a student who previously attended does not return for a subsequent semester and does not notify us ahead of time, the withdrawal effective date is last day of the prior semester (spring for a fall no-show and fall for a spring no-show. If the student did not return for fall but did attend summer school, use the last date of the summer term they attended).
 - ii. If a student is accepted but never enrolls, use the date of notification OR if after the start of the semester but before Census, use the day before the first day of class
 - iii. If a student withdraws during the summer or over winter break, use the day we received notification of their intention to withdraw.
 - iv. If a student is withdrawing for a future term (e.g., notifies us in spring that they are not returning for fall), use the last day of the current term as the effective date.
 - b. Select a **Change of Status Reason**
 - i. **Admission Status Change:** Only the Office of Admission of the law school, SPCS, or undergraduate may use the Admission Status Change type. It is used for degree-seeking students who have been accepted and deposited but do not enroll. It should not be used for non-degree-seeking students. You must select one of the following:
 1. **Deferred acceptance to subsequent term**
 2. **No-show first day of class**
 3. **Withdrawal after deposit and prior to first day of class**

- ii. **Dismissal:** Dismissal should only be used for students who are being permanently removed from the University and may not ever re-enroll.
- iii. **Readmission:** When a student returns as a degree-seeking student after a period of absence, submit a Readmitted status change to re-activate them and update their student type.
 - 1. **Must enter an eligible term to be registered**
- iv. **Study Abroad/Exchange:** A UR student participating in an approved study abroad program who has a change to their program participation may be processed via this form. It is also used for students visiting as part of an exchange program, either if there is a change in status or at the end of their program. **You must select one of the following:**
 - 1. **Study Abroad Withdrawal ONLY**
 - 2. **UR Student Extension/Addition**
 - 3. **Visiting Exchange Student Withdrawal**
- v. **Suspension:** Suspension is used for students who may re-enroll after a period of absence.
 - 1. **Must enter eligible term to return**
- vi. **Visiting Away:** A student who has been accepted on an approved domestic visiting-away program should be processed as a visiting away student. This change type is typically only used by the law school and ABJ. It keeps the student active but in OF status. It is not for students who are taking a semester off to take coursework elsewhere; they must be on an approved program, such as Columbia 3-2 or American University. A visiting away status change must be submitted for each semester that the student is studying away.
- vii. **Withdrawal:** When a student withdraws from the University of Richmond, or does not return after having attended at least one semester, a withdrawal change of status form must be submitted. Students taking a one or two semester leave of absence are considered to be withdrawn. A readmit change of status for the term they indicated they plan to return should be completed at the same time as the withdrawal change of status.
 - 1. The dean's office should process a withdrawal change of status for any student who was active the previous term and is not registered for the current/coming Fall or Spring term. A student is considered withdrawn when they do not have current, active registration, even if we know they intend to re-enroll in a subsequent term. A withdrawal may be temporary or permanent. Since summer is not a required term, students do not need a change of status if they drop or withdraw from their summer classes unless they are withdrawing from the University for the forthcoming fall term as well.
 - 2. **You must select one of the following**
 - a. **Eligible to Reenroll/Did Not Return**
 - i. Answer additional pop-up question
 - b. **Finishing Incomplete/Elsewhere**
 - c. **Leave of Absence**
 - d. **Student-Initiated Withdrawal**
 - e. **Withdrawn for Academic Reasons**

- c. Please be sure to consider and input any comments in the **Comments** field. Note that comments are seen by a wide variety of people across campus so should be general and brief (e.g., “Lack of social fit,” “medical,” or “transferring”) and should not contain confidential or sensitive information.
 - d. If a transcript notation is required as a part of the Change of Status, please indicate that by checking the appropriate box
 - e. Once all is completed, click on the **Submit** button
5. An email will be sent to the configured recipients.

Enrollment Status Change Form

 Office of the Registrar <registrar@richmond.edu>
To Cleveland, Eliot

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Student Information	
ID:	TESTSARAH123
Name:	Sarah Connor
Home School:	School of Arts & Sciences

Change of Status Information	
Type of Change:	Study Abroad/Exchange

6. Submit additional COS forms as needed.

Additional Notes to Consider:

1. Change of Status notifications are sent to a pre-determined recipient list that may include One Card, housing, international education, dean’s offices, admission, student health, CAPS, student accounts, financial aid, president’s office, academic advising, post office, telecom, and parking services. To request a change to the distribution list, contact Bryan Moyer in the Registrar’s Office.
2. If a mistake is made and the change of status form has already been submitted, you may submit a second change of status form. Please note the correction in the comments (e.g. “rescinding previous withdrawal,” “resubmitting with correct effective date,” etc).
3. If a student is on a leave of absence for one or two semesters, after the completing the withdraw change of status, complete a readmit change of status for the term they indicated they plan to return.