Academic Program and/or Catalog Year Change Request (for F-1 int'l students)

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____   First Name: _____
MCC Student #: _____   Phone #: _____
Address: _____   City: _____ State: _____ Zip: _____

1) What is the program that you are in now or just finished? _____
2) What is the name of the new program you want to study? _____
3) What catalog year do you want? (If you don't know, choose the current year.) _____
4) Which <u>quarter</u> and <u>year</u> do you want to start the new program? _____
5) Have you renewed your passport or visa recently and have not yet informed ISS? Yes or No _____
   If yes, please provide a PDF of your new passport or visa.
6) If you are changing from ESL to a higher program or from a certificate to an associate's degree and if you will have a gap of one quarter, you may choose to have MCC health insurance. The premium must be paid in advance. **The deadline to provide a decision about insurance is day the before the first day of the next quarter. Do you want insurance if you have a gap/break between quarters?**
   Yes or No _____ (leave blank if your are only changing your program or catalog year)
7) If you are changing from ESL to a higher program or from a certificate to an associate's degree, you will need to provide a new bank letter and Financial Affidavit form, if your documents are more than six months old.

Signature: _____   Date: _____

SECTION II – ONLY FOR STUDENTS WHO FINISHED A PROGRAM
TO BE COMPLETED BY AN ACADEMIC ADVISOR OR A NAVIGATOR
(Complete this section after grades are posted.)

Staff's Name: _____

Phone #: _____   MCC E-mail: _____

____I am confirming that the above-named student passed all ESL coursework. (Check STRK or XCAN for skip test info)
OR
____I am confirming that the above-named student passed all certificate of achievement coursework.

Signature: _____   Date: _____

Email both pages to International Student Services at iss@mccneb.edu.

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SECTION III – TO BE COMPLETED BY THE ISS P/DSO Staff

___ Approved

___ Denied (For example, the SEVIS record is already Terminated or Completed or the student did not provide the Financial Affidavit or bank statement/letter.)

P/DSO Initials & Date: _____ Comments: _____

Change of Educational Level

- ___ Update address, email, or other personal info in SEVIS
- ___ Confirm that the new major is on the list of approved CIP codes
- ___ Shorten the Program End Date in SEVIS to the last day of the quarter that the student either just finished ESL, the certificate of achievement, or associate's degree.
- ___ Use the Change of Educational Level function to enter the CIP for the new major in the Major field. If the student is changing from ESL to a certificate, use Other and type in "Certificate of Achievement" for the Education Level information.
- ___ If the student is registered full time for the <u>next</u> quarter, go back to "Main" and search for the student. The student should now have at least two SEVIS records. One will be Active for the previous major, and one will be Initial for the new major. Click on the Initial one. Register the student in SEVIS. This will activate the new major and deactivate the previous major.
- ___ If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if SEVIS populates the CIP as Business Management and the student is in Business Transfer, then put a remark that the student will focus in Business Transfer. If the CIP code populates to something very different, stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive.
- ___ Sign and email the I-20 to the student. The student needs to sign, date, and email it back to ISS.
- ___ Update contact info in Colleague
- ___ Update RGPE & SACP w/ correct dates for the former & new academic program and catalog year
- ___ Update TRVD, if a new passport or visa were provided
- ___ Update NIIS major, form purpose, and start/end dates. To delete a former major in NIIS, hold Ctrl+Alt+d.
- ___ Notes in STRK
- ___ Email Cheryl G that the student may need a new navigator/ advisor assigned in STAD. Incl stu acad prog, MCC #, and the campus where the stu will study. Keep the INTL advisor.
- ___ Update address, email, or other personal info in SEVIS
- ___ Request Transcript Re-evaluation, if needed
- ___ Open the "RCL Vacation and Graduating F-1 Student" spreadsheet.
  - ___ If the student completed ESL, update the tab titled YY.QQ Finishing ESL, such as 24.SS Finishing ESL.
  - ___ If the student completed a certificate of achievement or an associate's degree, update the tab for the quarter that the student will be finishing the major, such as 24.SS Grad. Enter the student's name, phone #, and ID #.
- ___ Upload this form, I-20, and any other docs in Etrieve

Change of Academic Program

- ___ Update address, email, or other personal info in SEVIS
- ___ Confirm that the new major is on the list of approved CIP codes
- ___ Use the Program Information function to enter the new major. If the student is changing from one certificate to another certificate, make sure it says Other and type "Certificate of Achievement" for the Educational Level information.
- ___ If the student is registered full time for the <u>next</u> quarter, go back to "Main" and search for the student. The student should now have at least two SEVIS records. One will be Active for the previous major, and one will be Initial for the new major. Click on the Initial one. Register the student in SEVIS. This will activate the new major and deactivate the previous major.
- ___ If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if SEVIS populates the CIP as Business Management and the student is in Business Transfer, then put a remark that the student will focus in Business Transfer. If the CIP code populates to something very different, stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive
- ___ Sign and email the I-20 to the student. The student needs to sign, date, and email it back to ISS
- ___ Update contact info in Colleague
- ___ Update RGPE & SACP w/ correct dates for the former & new academic program and catalog year
- ___ Update TRVD, if a new passport or visa were provided
- ___ Update NIIS major, form purpose, and start/end dates. To delete a former major in NIIS, hold Ctrl+Alt+d.
- ___ Notes in STRK
- ___ Email Cheryl G that the student may need a new navigator/ advisor assigned in STAD. Incl stu acad prog, MCC #, and the campus where the stu will study. Keep the INTL advisor.
- ___ Request Transcript Re-evaluation, if needed
- ___ Upload this form, I-20, and any other docs in Etrieve

Change of Catalog Year Only

- ___ Update contact info in Colleague
- ___ Update RGPE with the catalog year
- ___ Update TRVD, if a new passport or visa were provided
- ___ Notes in STRK
- ___ Email student that the catalog year has been updated and that a new I-20 was not needed, since it is the same program, just a different year
- ___ Upload this form and any other docs in Etrieve