COLLEGE OF ARTS & SCIENCES
REQUEST FOR TEMPORARY PART-TIME ENROLLMENT STATUS

Print your name and local address CLEARLY on the lines below for mailing purposes.

FIRST MI LAST

STREET

CITY STATE ZIP

Date

University ID

UVA e-mail address

Phone Number

Association Echols Scholar ☐ Student Athlete ☐ Transfer Student ☐ Casteen Scholar ☐ **OR**

☐ 1st-Year Residence Hall _____

IF YOU ARE AN INTERNATIONAL STUDENT ON A STUDENT VISA, CIRCLE YOUR VISA TYPE J1 F1

You must obtain written permission from the International Studies Office (Minor Hall) and submit it with this form.

I request part-time status for FALL _____ (year) SPRING _____ (year) I expect to graduate in _____ (semester) (year)

Reason for Request

☐ I would like to be part-time in my 8th semester. I need no more than 2 courses/8 credits to graduate.

☐ I am ineligible to enroll as a full-time student; I have used my allotted full-time semesters.

☐ I have not met the minimum credit hour requirement to enroll full time.

☐ I need to take courses so that I can declare my major.

☐ Other. Please explain _____

_____

Important Information Regarding Part-Time Status

- Attending part-time may jeopardize NCAA eligibility, F-1 or J-1 visa status (see above), financial aid, health and auto insurance, or veteran's benefits. Check before you submit this request.
- Students who are granted permission for part-time status are restricted to taking a maximum of two courses each semester (plus any co-requisite lab or discussion sections) or eight credits.
- Students are limited to a maximum of 16 credits taken on a part-time basis (this includes labs and credit-bearing discussion sections).
- You will be notified of a decision via return of this form. If approval is granted, you will enroll in your courses through the SIS.

_____

Office use only ☐ Permanent part-time ☐ Temporary part-time ☐ Place hold for subsequent term

☐ Student has not exceeded part-time credit allotment

Approved by: _____ Association Dean Date: _____ month day year

Coded in SIS by: _____ College Registrar Date: _____ month day year

☐ Current hold removed; future hold placed

Original – Office | Copy – Student *Created by ASU | March 27, 2009*