Registrar Forms and Incoming Documents

**Angelica**
Residency forms
Veterans forms

**Erica**
Independent Study

**Laurie**
Student record confidentiality update
Student Organization, Club, Greek or Non-Sanctioned Sports Team Enrollment Data Request
U.S. Office of Personnel Management
Authorization for Release of Information

**Erin W.**
Transfer Adjustment Forms
Credit by Examination
Graduate Studies Forms
- Filing Fee
- Curriculum updates
- Advance to Candidacy
- In absentia

**Erin C.**
Graduation Applications
- UG
- GR

**Amanda**
Cancellation/Withdrawals
Major/Minor forms
Verifications
Part time status
Grade forms
- Incomplete Grades
- Grade changes
Address changes
Name changes
SSN changes

**Michelle**
Reinstatement Applications
Educational Leaves
Transfer credit (incoming transcripts)
Special Program Forms
- Concurrent Enrollment Applications
- ICE Merced College/UC Merced
- Intercampus Visitor
- Simultaneous Enrollment
- Intercampus Exchange

**Schools**
Subsequent Course Repeat
Petitions of Academic Policy

**Graduate Studies**
Advancement to Candidacy

**Students First Center (transactions should be completed by student in-person)**
Add/Drop
Course Withdrawals
Grade Mode
UG to take GR course
GR to take UG course
Time Conflict Overrides

**Registrar Student Assistants**
Continuing Student Transcripts → Michelle
Processed SFC forms → Filing
Faxes → Appropriate Staff
New Student Transcripts → Admissions
Returned Mail