

Spring 2021 Change Request Form

Advising Requirements – Service Indicators

If you wish to change anything on the advising chart, submit this form to the CU-SIS Development team by **5 p.m. on Wednesday, Sept. 9**. You do *not* need to return this form if the information on the advising chart is correct.

Academic Program _____

PLEASE **ADD** SERVICE INDICATORS ON THE FOLLOWING:

Program or plan code(s) to be set _____

Circle the group(s) below you wish to **add** to the chart and the Service Indicator to be set.

Undergraduates

Continuing*	Dean (S40)	Dept (S41)	Other _____
*(degree-seeking students enrolled Fall 2020)			
Readmitted	Dean (S40)	Dept (S41)	Other _____

Graduate

Continuing	Dean (S40)	Dept (S41)	Other _____
New Graduate	Dean (S40)	Dept (S41)	Other _____
Readmitted	Dean (S40)	Dept (S41)	Other _____

PLEASE **REMOVE** SERVICE INDICATORS ON THE FOLLOWING:

Program or plan code(s) to be removed _____

Circle the group(s) below you wish to **remove** from the chart.

Undergraduates

Continuing*	Dean (S40)	Dept (S41)	Other _____
*(degree-seeking students enrolled Fall 2020)			
Readmitted	Dean (S40)	Dept (S41)	Other _____

Graduate

Continuing	Dean (S40)	Dept (S41)	Other _____
New Graduate	Dean (S40)	Dept (S41)	Other _____
Readmitted	Dean (S40)	Dept (S41)	Other _____

Authorizing signature _____ Date _____

Dean/Department Chair

Contact person _____ Ext. _____

(Please print)

Contact email address for change verification _____