Global Engagement Program Change Request Form
Short-Term Programs 2019-2020, v. 4/3/19

Full Legal Name: ___________________________ University ID (Datatel) #:_____________________

Elon Email Username: __________________@elon.edu Cell Phone Number: ________________________

Program you applied for/are currently in/are wait listed for: ________________________________

For term and year: __________________________

Status for that program (check one):
accepted/approved or conditionally accepted/approved
waitlisted
pending

Program you would like to change into: ______________________________________________________

For term and year: __________________________

Reason(s) for your change request:
__ Waitlisted (program full)     __ Cost     __ Program different than expected
__ Friends on other program     __ Other ______________________________________
____________________________________________________________________________________
____________________________________________________________________________________

By signing below, I understand and agree to the following:

• Consideration for acceptance to a program depends on space availability, final deadline, and eligibility requirements. I understand that I may not be admitted to the program based on these parameters.
• Applications are processed in the order submitted, whether by change form or new application.
• Per the process map below, submitting this change form is only the first step. I must wait in the GEC as my form is processed and then follow the email instructions to resubmit my application by the assigned deadline. I will be notified by email once my application has been reviewed within two weeks.
• If my course requires a prerequisite fall preparatory seminar, the GEC will register me for this prerequisite. If there is a scheduling conflict, I will no longer be eligible for acceptance to the program.
• I understand that in submitting this change form, I forfeit my position on the previous program or wait list, regardless of whether I am accepted into the new program.

Student submits change form
GEC processes change form by checklist below
Student is notified by email of next steps
Student resubmits application, including any additional requirements by deadline
GEC reviews application in the order received within two weeks
If student is accepted, GEC registers student for fall prerequisite course (if applicable)

Signature: ___________________________ Date: ___________________________
Checklist for front desk staff:

- Review form for missing information.
- Write date and time at the top of this page.
- Check deadline for program student is requesting to change into (find deadlines here: elon.eu/global > Study Abroad and Study USA > Quick Links: Events & Deadlines). IF AFTER DEADLINE, CALL JANELLE OR PROGRAM MANAGER TO PROCESS FORM.

Log into MyElonGlobal, navigate to the student’s application, and:
  - [overview] Remove app tag “Complete STP app”
  - [overview] Add app tag “changed programs”
  - [overview] Click “un-submit application”
  - [questionnaires] Un-receive (arrow icon) the questionnaire “Global Engagement Student Goals”
  - [status] Change status to pending
  - [status] Change to new program and double check TERM & YEAR
  - [status] Change deadline to September 2, 2019 (if not already set to this date)
  - [status] click “update”

Say to student “I have processed your change form, which triggered several automated emails. One of these emails will have instructions on how to complete your change request by resubmitting your application. Your application will not be reviewed until you revise and resubmit your relevant requirements, including any NEW requirements, and click ‘SUBMIT APPLICATION.’ Do you have any questions at this time?”

Deliver this completed form to the PREVIOUS program manager (e.g. if a student is switching from South Africa to Ghana Performing Arts, deliver the form to Rhonda).

Front desk staff name and signature: ___________________________ ___________________________

Checklist for previous program manager:

- Verify all of the steps listed above have been performed correctly. Check that:
  - App tag “Complete STP app” has been REMOVED.
  - App tag “changed program” has been ADDED.
  - Application has been un-submitted.
  - Global Engagement Student Goals has been un-received.
  - Status is “pending” for new program with correct term and year.
  - If after the deadline, CHECK WITH JANELLE on new deadline.

Update your waitlist, if relevant. Email student through MyElonGlobal indicating they have 24 hours to accept their offer of approval on program.

Sign this form and bring to Lisa’s office.

Program manager name and signature: ____________________________________________________