



STUDENT ACTION REQUEST FORM

NAME: _____ SSN: _____ ADDRESS: _____
 PHONE: _____ BUS# _____ CITY: _____ STATE: _____ ZIP: _____
 Currently Enrolled: Day: 1FT 2FT 3FT **OR** Evening: 1PT 2PT 3PT 4PT AUDIT
 IF NO LONGER ENROLLED: Last Date of Attendance OR Date of Graduation: _____
 DATE OF REQUEST: _____ SIGNATURE: _____

PERSONAL INFORMATION

ADDRESS CHANGE: _____ City: _____ State: _____ Zip: _____
 PHONE CHANGE: Residential: _____ Cell: _____ Business: _____
 NAME CHANGE: Previous Name: _____ New Legal Name: _____

OFFICIAL USE ONLY: Date Entered: _____ Completed By: _____

ADD/DROP CLASS

TERM: Fall Spring Summer Year: _____

ADD/DROP	COURSE ID	COURSE TITLE	SECTION
A / D			
A / D			
A / D			
A / D			
A / D			
A / D			

OFFICIAL USE ONLY
 CHARGE: Yes No
 AMOUNT: \$50.00 Other
 COMMENTS:
 Completed By: _____

OFFICIAL USE ONLY: Date Entered: _____ Completed By: _____

TRANSCRIPT/LETTER OF GOOD STANDING

<p>Transcript Policy: 1) All Transcripts are \$5.00 each payable in advance (no charge for BAR transcripts); 2) Transcripts are not issued until all outstanding accounts with AJMLS are paid in full. Please allow 3 to 5 business days for processing. Unofficial transcripts can now be accessed online.</p> <p>Official Transcripts</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Include Class Rank on Transcript</td> <td style="width: 50%;"><input type="checkbox"/> Include Class Rank on Letter</td> </tr> <tr> <td><input type="checkbox"/> # of Official Copies _____</td> <td><input type="checkbox"/> Send only after grades are posted</td> </tr> <tr> <td><input type="checkbox"/> Send only after grades are posted</td> <td></td> </tr> </table> <p>OFFICIAL USE ONLY: Charge: Yes No Fee: _____</p> <p>Date Paid: _____ Date Mailed: _____ By: _____</p>	<input type="checkbox"/> Include Class Rank on Transcript	<input type="checkbox"/> Include Class Rank on Letter	<input type="checkbox"/> # of Official Copies _____	<input type="checkbox"/> Send only after grades are posted	<input type="checkbox"/> Send only after grades are posted		<p>Please write addresses on back of this sheet or attach. Confirm correct address for each school. There is no charge for Letters of Good Standing. Send request to the Assistant to the Associate Dean for Academic Affairs.</p> <p>Letters of Good Standing</p> <p><input type="checkbox"/> Send only after grades are posted</p> <p>Date Mailed: _____ Completed By: _____</p>
<input type="checkbox"/> Include Class Rank on Transcript	<input type="checkbox"/> Include Class Rank on Letter						
<input type="checkbox"/> # of Official Copies _____	<input type="checkbox"/> Send only after grades are posted						
<input type="checkbox"/> Send only after grades are posted							

WITHDRAWAL

<p>WITHDRAW ENROLLMENT TERM: Fall Spring Summer Year: _____</p> <p>REASON: _____</p> <p>FINANCIAL APPROVAL: _____ AMOUNT DUE: _____</p>	<p>OFFICIAL USE ONLY: <u>TERMS OF WITHDRAWAL:</u> ACADEMIC DEAN: _____</p>
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OTHER

ENROLLMENT VERIFICATION: _____
 OTHER INSTRUCTIONS: _____

Transcript requests, Enrollment Verifications, and change of personal information should be sent to The Assistant Registrar, Attn: Glenda Gresham. Letters of Good Standing should be requested from the Assistant to the Associate Dean for Academic Affairs, Attn: Belinda Richardson. All other requests should be directed to the Registrar. This form may be mailed, hand-delivered, emailed or faxed (fax 404-873-3802).