

## Campus Change Restrictions

All information can be found in BOSS under the Faculty Services Tab, which will be the assumed starting point. BOSS “remembers” what Term, Student, or CRN (class) you have last picked while still logged in, to change, select “[item] Selection” from the appropriate menu, where [item] is the Term, Student ID, or CRN depending on what you are changing.

Records and Registration maintains a list of personnel authorized to submit campus change requests on behalf of students. Department Chairs/Directors have access by virtue of their position and may grant authorization to faculty and/or staff in their Department as they see fit.

- The student cannot be registered for courses for the effective term (or any term after) the move.
  - To check: Student Menu>View Student Schedule
  - For requests for Summer Terms, Students might have registration for the following Fall term during the time that the Summer Campus Change may be processed (per the clause “or any term after”)
- The student may not make more than one Campus Change within one calendar year (Jan. 1st-Dec. 31st)
  - No need to check, but you might ask the student if they are aware of the policy and if they know if they have changed recently. If you want to, you can compare the student’s campus via: Student Menu>View Student Information and compare the student’s declaration for each term within the calendar year.
- The student type must permit the campus change (Namely, Non-Degree-Seeking student types cannot be moved to the Online Campus)
  - To check: Student Menu>View Student Information. :
    - Ineligible types:
      - Undergrad:  
“Visiting”, “Non-degree seeking”, “Temporary Student”
      - Post Baccalaureate:  
“PostBac UALRgrad prereq-course”, “PostBac UALRgrad prereq-grades”, “PostBac non-deg/non-cert”
- The student must be an Undergraduate level student (Post Baccalaureate programs are considered Undergraduate). Graduate-level campus change requests must be made to the graduate school.
  - To check: Student Menu>View Student Information.
  - Graduate students must contact the Graduate School directly for changes to their campus or program declaration.