UHCC ROLLOVER RECORD FOR ADMISSIONS
Checklist

Effective Spring 2016, an accepted student who did not enroll may use that application for four terms (including Summer) from his/her admit term without re-applying for admissions. A current student who stopped out may use that status for four terms (including Summer) from his/her last active term without re-applying for admissions. Fall to Fall, Spring to Spring and Summer to Summer.

STUDENT NAME: _______________________________ UHID: __________
Print Last Name, First Name, MI
Date: ______________

Received via: __________
(In person, phone, fax, email)

Is Student Eligible?
- Active Student but Stopped Out (SFARHST/SGASTDN)
- Accepted but not Enrolled (SAAADMS/SFARHST)

Previous Term Record: ________ New Term: __________

Verify Student info (If any changes, submit Change of Address, Name, SSN form with verification if applicable)
- Birth Date
- Mailing Address
- E-mail address

Checklist:
- Valid Major
  Not valid (Submit Change of Major form)
- Residency
  If zero residency code, assist applicant with residency information
- TB
  Not cleared (e.g. no attendance and not within one year), update SOAHOLD
- MMR
  Not cleared, update SOAHOLD
- OTHER SOAHOLDS
  DE (Dean of Student), check with VCSA/DOSS if eligible to process SC (Student Conduct), check with VCSA/DOSS if eligible to process DA (Do Not Admit), check dismissal college policy if eligible to process

Data Entry Checklist:

___________ Date of SAAADMS (insert, duplicate)

___________ Student Type

___________ Major

___________ Date of SAADCRV with AA and AQ