

Departments should only use this form in situations where students are unable to make changes via ATHENA. Please provide us with all pertinent data needed to process the request; incomplete forms will be returned for clarification.

_____	_____	_____
<i>Date (mm/dd/yyyy)</i>	<i>Student UGA ID Number</i>	<i>Student Name (Last, First M.)</i>
_____	_____@uga.edu	
<i>Advisor or Department Official</i>	<i>Email Address of Requesting Advisor or Department Official</i>	

By submitting and signing this SGASTDN request form, I, _____, acknowledge that the student is aware of all changes being requested. **Signature of Advisor or Department Official*

**A signature is not required if the form is sent via email from a valid UGA faculty/staff email address; signature required via fax, mail, or in-person.*

Degree/Major Change			
<i>The effective term provided will be used as the catalog term for the major unless otherwise specified in the major catalog term field.</i>			
Replace the Current:	_____	_____	_____
	<i>Degree</i>	<i>Major</i>	<i>Major Department</i>

			<i>Effective Term (Required)</i>
With the New:	_____	_____	_____
	<i>Degree</i>	<i>Major</i>	<i>Major Department</i>

			<i>Optional- Major Catalog Term</i>

New additional Degree/Major/Minor/Concentration Declaration			
_____	_____	_____	_____
<i>Effective Term (Required)</i>	<i>Degree(1)</i>	<i>Major(1)</i>	<i>Optional- Major Catalog Term</i>
_____	_____	_____	_____
<i>Effective Term (Required)</i>	<i>Degree(2)</i>	<i>Major(2)</i>	<i>Optional- Major Catalog Term</i>
_____	_____	_____	_____
<i>Effective Term (Required)</i>	<i>Minor(1)</i>	<i>Minor(2)</i>	<i>Optional- Minor Catalog Term</i>
_____	_____	_____	_____
<i>Effective Term (Required)</i>	<i>Concentration(1)</i>	<i>Concentration(2)</i>	<i>Optional- Conc. Catalog Term</i>

Degree/Major/Minor/Concentration Inactivation				
_____	_____	_____	_____	_____
<i>Effective Term (Required)</i>	<i>Inactivate Degree(1)</i>	<i>Inactivate Degree(2)</i>	<i>Inactivate Major(1)</i>	<i>Inactivate Major(2)</i>
_____	_____	_____	_____	_____
<i>Inactivate Minor (1)</i>	<i>Inactivate Minor(2)</i>	<i>Inactivate Conc.(1)</i>	<i>Inactivate Conc.(2)</i>	

Further Explanation: *(If necessary, please provide more clarification via email, attached documentation, or below.)*

Office of the Registrar Use Only	
Changes Made By:	Date: