



SAINT MARY'S COLLEGE OF CALIFORNIA DECLARATION OF PART-TIME ENROLLMENT STATUS

Students wishing to change their enrollment status to part-time must complete this declaration form and submit it, with appropriate signatures, to the Business Office in Filippi Hall. Part-time enrollment is defined as enrolled in less than 7.0 units of course work in an academic year (fall-January-spring terms). Part-time enrollment is NOT calculated on a semester basis, except in the instances of graduating seniors registered in a fall semester with LESS than three units needed to complete graduation requirements. Seniors must also submit this form if declaring part-time enrollment. This form must be submitted to the Business Office by the end of the drop/add period in the semester that the student realizes she/he will be attending part-time for the academic year. Part-time enrollment does NOT carry over to subsequent years.

Part-time enrollment will affect your tuition rate. Consult the current Saint Mary's College catalog or the Business Office to determine the current part-time tuition rate. **Part-time enrollment may affect financial aid awards, campus housing eligibility, health insurance, and time to graduation.** Students who drop to part-time status after the deadline to waive the medical insurance will be liable for the full medical insurance charge. Therefore, the College requires that you meet with appropriate College representatives to assure you are aware of the impact a change of enrollment status will have on your circumstances. Before you will be allowed to declare part-time status you must meet with the appropriate College representatives or offices noted below to assure you are aware of any potential impact this change will have for you. The Business Office will adjust your tuition accordingly, following the submission of an appropriately signed declaration form and verification of the number of enrolled units.

Student ID number Last name First name Fall - Spring
Academic year of part-time enrollment

SMC email address Telephone number Student signature: this signature is an acknowledgement that the student has read and understands the part-time enrollment procedures as stated above and in the College catalog.

CONSULTATION ACKNOWLEDGEMENTS AND HOUSING APPROVAL

Academic Advisor Signature: I hereby acknowledge that I have reviewed the above named student's academic plan and graduation timeline in consideration of part-time status for the academic year noted above. _____
Date

Dean of Students Signature: approval to live in on-campus residence hall (only applicable if student intends to live on campus). _____
Date

Financial Aid Counselor Signature: I hereby acknowledge that I have informed the student of the financial aid implications for declaring part-time status (only applicable if financial aid is being awarded). _____
Date

Business Office: appropriate adjustments will be made to the student's account to reflect the current part-time tuition rate. _____
Date