

Guidelines for forms required by the Registrar's Office

- Student Withdrawing From class for the current semester: [form](#) needs to be filled out and signed (physically or electronically), uploaded as a PDF and sent to registrar@central.edu FROM THE STUDENT'S CENTRAL EMAIL. **Make sure to save this form to your hard drive before sending or your information will be lost.**
- Student needing a registration change for the upcoming semester: Student needs to fill out and sign (physically or electronically) the [form](#), upload it as a PDF and send it to the instructor for permission. This request must be made using the STUDENT'S CENTRAL EMAIL. **Make sure to save this form to your hard drive before sending or your information will be lost.**

Instructor can forward form to Registrar's Office (registrar@central.edu) with written approval or not approval and copy the student. Registrar will use the e-mail as the instructor permission. FACULTY MUST USE CENTRAL EMAIL FOR CORRESPONDANCE.

- Major declaration form: Student can complete the [form](#) and send it as a PDF via e-mail to the Department Chair for approval. STUDENT MUST USE CENTRAL COLLEGE EMAIL. **Make sure to save this form to your hard drive before sending or your information will be lost.**

Department Chair can forward Major Declaration Form to Registrar's office (registrar@central.edu) with approval, either by signing form or with e-mail approval. Please copy the student on the email. DEPARTMENT CHAIR MUST USE CENTRAL EMAIL FOR CORRESPONDANCE. **Make sure to save this form to your hard drive before sending or your information will be lost.**

- [Internship](#) Registration: Student must work with Jessica Klyn de Novelo (klynj@central.edu) in Career and Professional Development to obtain proper signatures and approval. Final form with signatures or email approvals must be sent to Registrar's Office (registrar@central.edu) USING CENTRAL EMAIL. **Make sure to save this form to your hard drive before sending or your information will be lost.**
- All other [forms](#) (Major/minor substitution, Independent Study, etc.) may be completed and sent via email using the same method as above; student fills out form as completely as possible and sends on as PDF to appropriate faculty/offices for signature. Once all signatures have been collected, or email approval given, paperwork must be sent to Registrar's Office (registrar@central.edu) for processing. **Make sure to save the form to your hard drive before sending or your information will be lost.**
- Summer classes: If taking a class over the summer and transferring it back, students will need to complete a [Transfer Credit Pre-Approval Form](#). Students need to fill out the form and send it to their advisor for approval. [Here](#) is a list of commonly transferred courses from Iowa Community Colleges. This can be a loose guideline for out of state colleges also. The pre-approval form must be approved before taking a summer class. **Make sure to save the form to your hard drive before sending or your information will be lost.**

Advisors can forward form to Registrar's Office (registrar@central.edu) with written approval and copy the student. Registrar can use the e-mail as advisor signature. ADVISORS MUST USE CENTRAL EMAIL FOR CORRESPONDANCE.

Please note: all correspondence must be done using Central College e-mail to verify legitimate and complete communication.