

Location Status Change Request → Online

The Location Status Change process should be initiated well in advance of any registration period to allow for required processing time. Please follow the steps below to process this form:

1. Complete all fields in the student information section and sign the form.
2. Obtain approval from the department Chairperson/Executive Director/Coordinator of the major into which you want to be admitted. They must sign the form to approve the change and forward directly to the Dean of the School of Online Education.
3. The Dean of the School of Online Education should review/sign the form for approval, and then forward to the Office of the Registrar for processing.
4. The Office of the Registrar will follow-up with the student via email once the change has been made.

NOTE: *Once your location status has been changed to Online, you must seek academic advisement from faculty in the new major of choice from that point forward.*

↓↓ STUDENT COMPLETES THIS SECTION ↓↓ PLEASE PRINT CLEARLY		
Student's Last Name	Student's First Name	Student's ID#
# of Completed Credits	Student's Phone Number	Student's Kean Email Address
Student's Signature	Date	

Primary Program:	<input type="checkbox"/> B.S. Accounting <input type="checkbox"/> B.A. Biology <input type="checkbox"/> B.A. Criminal Justice <input type="checkbox"/> B.S. Management (General Business) <input type="checkbox"/> B.S. Management (Entrepreneurship) <input type="checkbox"/> B.S. Management (Human Resources) <input type="checkbox"/> B.S. Management (Supply Chain) <input type="checkbox"/> B.A. Psychology <input type="checkbox"/> R.N. to B.S.N <input type="checkbox"/> M.A. Educational Administration <input type="checkbox"/> Post-Master's Certification – Principal <input type="checkbox"/> Post-Master's Certification - Supervisor	New Online Advisor Name: <hr style="border: 1px solid black;"/>
Reason for Request:		

Chairperson/Executive Director/Coordinator Signature	Date
Dean of the School of Online Education Signature	Date