Students often opt to change their catalog year to follow a newer checksheet. Many times this is discussed with their departmental advisor, but sometimes the Dean’s Office is not notified of the change.

**Students must officially request to change their catalog year** by completing the Change of Program Form, which may be found on the college dean’s office websites (for CAS at: [http://cas.appstate.edu/students/student-forms](http://cas.appstate.edu/students/student-forms)).

Please make sure that the students are aware that all programs of study including General Education, majors, minors, and certificates will be moved to the catalog year they have requested. The only circumstance where this may differ would be if the student has elected to follow the Split Catalog Option, which would need to be indicated on the form as well. The Split Catalog Option allows students who were already following Core Curriculum to move their catalog year forward but still follow the core curriculum rather than move to the new general education. This must be approved by the dean’s office.

If any substitutions/waivers are to be granted to coincide with this change in catalog year, please be sure to send them to your departmental chairperson for approval. This approval will then need to be sent to the appropriate Dean’s Office staff member.

**What constitutes full-time enrollment?** An undergraduate student must take 12 semester hours during a regular semester in order to be classified as full-time.

While 12 hours is considered full-time, students should be aware that in order to reach 122 hours in 8 semesters (4 years of regular fall/spring attendance), they should average 15.25 hours per semester!