

Scanning Status - April 19, 2012

Documents	BDMS Application	Scanned To Date
Academic Appeals	B-S-ID	Scanned 4 wks after receipt (beginning Jan 2012)
Academic Fresh Start	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
Academic Standing	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
Admissions	B-S-ADMIN	Scanned Upon Receipt (all application related documents for undergraduate students applied Spring 2011 and after)
Change of addresses	B-S-ID	Scanned Upon Receipt (beginning Oct 2011)
Change of Grades	B-S-CRSE	Scanned Upon Receipt (beginning Spring 2008)
Change of names	B-S-ID	Scanned Upon Receipt (beginning Oct 2011)
Course/University Withdrawals	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
Curriculum (majors, minors, etc) UCC/GC minutes	MT-S-DEG-CURRICULUM	Scanned Upon Receipt (beginning Fall 2010)
Immunization Waivers	MT-S-REG	Scanned Upon Receipt (beginning Summer 2012)
Last date of attendance	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
Legacy (vault) transcripts	MT-S-LGCY-TRANSCRIPTS	In Progress (scanned last names A-Howell)
Master Catalog Forms	B-S-SECT	Scanned Upon Receipt (beginning Fall 2010)
Non-Release of Information	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
Registration (drop/add late registration)	MT-S-REG	Scanned Upon Receipt (beginning Summer 2012)
Repeat Grade Restriction Approval Forms	MT-S-REG	Scanned Upon Receipt (beginning Summer 2012)
Repeats	B-S-CRSE	Scanned Upon Receipt (prior terms all scanned)
Student folders	B-S-ID	In Progress (Students first term Summer 2010 completed; If last date of attendance is Fall 2008 forward, or the student is current and started prior to Spring 2011 then last names A-Howell are scanned)

Scanning Status - February 23, 2012

Transcript Requests	B-S-ID	Scanned Upon Receipt (prior terms all scanned)
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Note: Student folders are retained for 5 years after last term of attendance. Students whose last semester was Summer 2006 or earlier will not have a student folder.

Contact Cathy Kirchner (5814) or Ann Reaves (5926) if questions