

APPLICATION FOR CHANGE OF CAMPUS

Use this application to request a permanent change from your current Northern Arizona University campus to a different NAU campus. A change of campus designation affects tuition rates, financial aid and scholarship eligibility, and academic program availability. *Once submitted and approved, this change is considered final and is not intended to be temporary.*

You must complete all sections of the form. Incomplete forms will not be processed. Submission of a completed form constitutes acknowledgment and acceptance of the academic and financial impacts associated with a change of campus designation and serves as approval to proceed.

Step 1: Review Campus Change Guidelines

NAU considers the following factors when changing a student's campus:

- **Academic Program availability:** The chosen program must be available at the desired campus. The student must qualify for the program at the desired campus.
- **Western Undergraduate Exchange (WUE):** WUE eligibility requires Flagstaff Mountain campus designation. Changing campus designation forfeits WUE eligibility permanently.
- **Tuition:** Tuition rates vary by campus.
- **Financial aid opportunities:** Cost of attendance and award eligibility vary by campus. Changing campus designation may result in the loss of certain awards.
- **Housing:** On-campus housing is available only with the Flagstaff Mountain campus designation.
- **International students:** Must maintain Flagstaff Mountain or Yuma campus designation.
- **Student athletes, Honors students and ROTC students:** Must maintain a Flagstaff Mountain campus designation.

Step 2: Investigate academic impacts.

- Meet with your academic advisor to discuss your desire to change campus. Contact your advisor directly by reaching out to University Advising at 928-523-4772, or visit nau.edu/appointments.

Student Information		
Last Name	First Name	Middle Name or Initial
Student ID #	NAU Email	Phone
Academic Information — Meet with your academic advisor to determine the number of units remaining to complete your program at your current campus and desired campus; verify that you meet the program's requirements at the desired campus. You are required to attach the email with advisor approval with your form submission.		
Academic Level: ☐ Senior (90+ units) ☐ Junior (60-89 units) ☐ Sophomore (30-59 units) ☐ Freshman (0-29 units) ☐ Post-baccalaureate ☐ Graduate (Master's and Doctoral)		
Current Campus	Current Major	Number of units remaining to complete at <i>current</i> campus and program
Desired Campus	Desired Major	Number of units remaining to complete at <i>desired</i> campus and program
Is your current Minor complete? Y/N	If Minor is incomplete, is your current Minor available at desired campus? Y/N <i>If no, Minor will be deleted.</i>	
Term and year last attended your current campus	Term and year to begin at your desired campus	
Do you need to keep your enrollment at your current campus? Y/N		

Step 3: Investigate financial impacts.

Estimated Financial Impacts – Contact the Student Service Center at ServiceCenter@nau.edu to learn about potential differences in tuition, cost of attendance, financial aid, and scholarships between your current and desired campus. You are required to attach your email from the Student Service Center representative with your form submission.		
Current Campus: _____ Tuition Rate per hour: _____ Tuition at Full-time: _____	Desired Campus: _____ Tuition Rate per hour: _____ Tuition at Full-time: _____	Merit Tuition Scholarship Recipient? Y / N If yes, please indicate scholarship(s): _____ Current Residency classification: Resident/Nonresident
Financial Impacts - Housing – Students living in campus housing must email Campus.Living@nau.edu to discuss changes to your housing contract. <i>You are required to attach documentation of termination of your lease with your form submission.</i> Indicate N/A if this doesn't apply to you.		
Financial Impacts – Meal Plan – Students with a meal plan must email Dining@nau.edu to discuss changes to your meal plan. <i>You are required to attach documentation of your communication with Campus Dining staff with your form submission.</i> Indicate N/A if this doesn't apply to you.		
Student Agreement and Understanding – Your campus will be permanently changed upon submission of this form. Initial and sign below. Email the completed form, along with all of the approvals listed above, from your NAU student email to CampusChange@nau.edu.		
_____ I understand that a change of campus designation is intended to be a permanent change, not temporary. _____ I understand that campus designation is not changed term-to-term to accommodate a waiver of tuition or mandatory fees associated with a student's program. _____ I have discussed with an academic advisor and understand the academic impacts of a change in campus designation. _____ I understand that I should not have future enrollment in courses at my current campus while my request to change campus designation is pending, and I will only enroll in courses at my desired campus in future terms. _____ I've communicated with professional staff about the financial impact of switching campuses. I'm aware of the tuition differences and the change may affect my scholarships, grants, and loans. _____ I understand that the Western Undergraduate Exchange (WUE) reduced tuition program is only available to undergraduate students at the Flagstaff Mountain campus. Changing campuses will forfeit WUE eligibility permanently. (Flagstaff Mountain only)		
Reason for the change: _____		
Student Signature	Date	