

# FTE



# South Baylo University

- Anaheim Main Campus:** 1126 N. Brookhurst St., Anaheim, CA 92801-1701  
Tel: 714-533-1495 Fax: 714-533-6040
- Los Angeles Campus:** 2727 W. 6th St., Los Angeles, CA 90057-3139  
Tel: 213-738-0712 Fax: 213-480-1332

## REQUEST FOR LESS THAN FULL-TIME ENROLLMENT

To maintain F-1 student status, international students must be enrolled in a full course of study each quarter. Students are required to be enrolled for at least 12 credits per quarter for the MSAOM program and at least 8 credits per quarter for the DAOM program. There are only certain reasons which U.S. Immigration will accept for enrolling less than full-time. The acceptable reasons are listed below. For any quarter in which you are enrolled less than full-time, please complete this form and have your academic advisor sign the bottom section, if the advisor feels that you have a valid reason. Please note that immigration regulations do not consider financial difficulties a valid reason for enrolling less than full-time. Bring the completed form to the International Student Advisor for approval. All withdrawals must be processed by the student according to procedures. Do not drop your class until you have received approval from the International Student Advisor.

### STUDENT INFORMATION (To be completed by the Student)

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
*Last First Middle*

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Program:  MSAOM  DAOM

Current Quarter:  Winter  Spring  Summer  Fall Number of Credits you intend to register: \_\_\_\_\_

### REASON FOR LESS THAN FULL-TIME ENROLLMENT (To be completed by the Academic Advisor)

- The student is having difficulty with the English Language or reading requirements. (Allowed in the 1st quarter only)
- The student is unfamiliar with American teaching methods. (Allowed in the 1st quarter only)
- The student has been placed in the improper course level. (Academic advisor must provide rationale.)
  
- The student needs less than a full course load to finish the degree program this quarter.  
(Final program requirement may not be an online course)
- The student has completed formal course work and is engaged in research work.  
(Must be either enrolled in a research course to remain an active student with the university)
- The student has a medical reason for needing to be registered less than full time.  
(Please complete the Medical Leave of Absence Request Form)

**I endorse and recommend less than full-time registration for this student during the quarter requested.**

Approved by: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
*Academic Dean's Signature Date*

Approved by: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
*International Student Advisor's Signature Date*

**I have read and understood the regulations regarding this process:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Student's Signature Date*