BROOKDALE
COMMUNITY COLLEGE

MAC 114 – Lincroft Campus
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UNDERENROLLMENT STATUS REPORT

International students in F-1 Status are **required** to maintain full-time enrollment during the academic school year. If you will not meet the requirement, you **must** complete this form. **PLEASE NOTE**: immigration regulations require under-enrollment to be pre-approved. And, these regulations severely limit a student's ability to under enroll. If you drop below fulltime without authorization, International Education Center is required to report this to the immigration via the Student and Exchange Visitor Information System (SEVIS) and you will be out of status. Please read this form carefully.

THIS SECTION TO BE FILLED OUT BY THE STUDENT

Student Name:		# Of credits this semester:
Student #:	SEVIS ID#	
I will be under enrolled for Fall ☐ Spring ☐ Summer ☐ 20___		

THIS SECTION MUST BE READ BY THE STUDENT AND COMPLETED BY AN ACADEMIC ADVISROR / STUDENT SUCCESS COACH

Students, Student Success Coaches please note: According to immigration rules, students can only use reasons 1 through 4 **once per degree**. This is not one time for each reason, but one time **per degree** within the items listed from 1 through 4.

Reason for under enrollment (please check one only):
☐   1.   Initial difficulty with reading requirements (used only in very first semester of study)
☐   2.   Initial difficulty with English language (used only in very first semester of study)
☐   3.   Unfamiliarity with American teaching methods (used in first semester of study)
☐   4.   Improper course placement (appropriate any time during the course of study)

Reasons below can be used even though reasons 1 through 4 might have been used in the past.
☐   5.   Last semester exemption (student must graduate in the term indicated above)
☐   6.   Medical condition that prevents full time study
         (Instead of a signature from the Student Success Coach, student **must** obtain a note from a medical doctor or a healthcare professional or counselor). **This reason has a 2-semester limit**.

Student Success Coach Signature:	
Printed Name:	Phone:
E-mail:	Date

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For Office Use:		
Determine student eligibility, approve, or deny, give copy to student, enter into SEVIS, and keep copy in the file.		
Approved ☐ Denied ☐		Student to be full time by:
IEC signature:		

Students Securely Upload Your Form Here: https://contentportal.brookdalecc.edu/xfp/form/19; or bring to the International Education Center, MAC 114.