

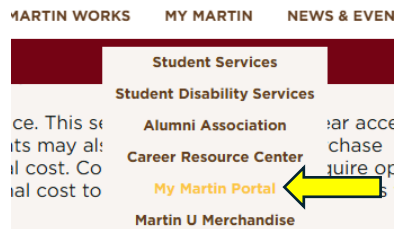


How to Complete the Change of Enrollment Form

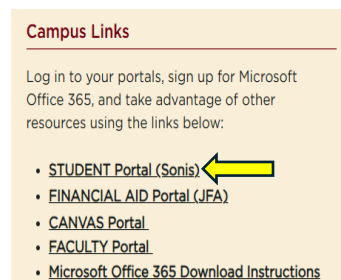
Step 1: Log into your Student Portal. This can be access through <https://www.martin.edu/mymartin>.



Next:



Next:



Next:

Login : Student

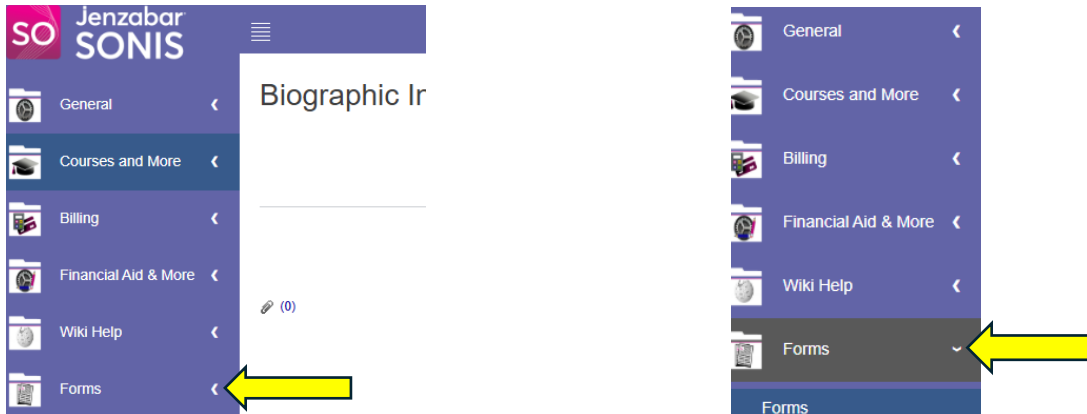
* Required

* ID

* PIN

Login

Step 2: Click on “Forms” located on the Left-hand side. Then click on “forms” again




Step 3: Click on “Change of Enrollment”.

Forms

JANUARY 06, 2025

PUBLISHED FORM(S)

Form Name	Form Description
FERPA Form	This form is used to provide students the opportunity to provide/restrict their information.
Graduation Application	This form is used to apply for graduation
Change of Legal Name	This form is used to updates a students legal name
 Change of Enrollment Form	This form is used to add, drop, or withdraw from courses on a student's schedule.

SUBMITTED FORM(S)

Form Name	Form Description	Date Added
-----------	------------------	------------

Portal Page Note :
Should you have any questions regarding the use of your student portal, please contact Student IT Support Services at helpdesk@martin.edu

This will pull up the Graduation application form.

Please Note:

You must discuss any changes with your advisor. In addition, dropping or withdrawing course will effect your graduation date and/or financial aid.