

Declaration/Change of Major or Minor CHANGE OF ADVISOR

Date: _____ Student ID: _____

Name (print): _____ Student Signature: _____

Please check all that apply:

- Declare/Change a Major Declare/Change a Minor Change Advisor

INSTRUCTIONS:

1. **Fill out this form:**
A student wishing to declare or change a Major, Minor or Academic Advisor must fill out this form and submit it for approval to the Dean of the new School/Major.
2. **New Dean assigns new Academic Advisor:**
When a student declares or changes a School/Major or Minor, a new Academic Advisor will be assigned by the Dean of the student's new School/Major or Minor.
3. **New Dean sends signed form to RO:**
The Dean of the new School/Major or Minor will send the signed form to the Registrar's Office for data entry in SCT.
4. **New Dean requests student's Advising Folder be transferred:**
If applicable, the Dean of the "new" School will contact the Dean of the student's previous School to request that the Academic Advising Folder for the student be transferred to the Dean of the "new" School. This will also serve as notification that the student has moved to another School/Major. If the new Academic Advisor is within the same School, the Dean will make sure the student's Advising Folder is transferred to the appropriate Advisor within the School.
5. **New Academic Advisor receives Advising Folder:**
Once the student's Academic Advising Folder is received by the Dean of the "new" School, the student's Academic Advising Folder will be transferred to the newly assigned Academic Advisor.
6. **New Academic Advisor meets with Advisee:**
The new Academic Advisor will review and update the newly assigned advisee's Academic Advising Folder with the student and make suggestions for continued academic progress.

Current School: _____ Current Advisor: _____

Current Major: _____

Current Minor: _____

Current Advisor (print): _____ Advisor Sig: _____

Notes/Comments: _____

New School (if applicable): _____

New Major: _____

New Minor: _____

Student's new Advisor assigned by Dean (print): _____

Dean's Name: _____ Dean's Signature: _____