



Office of the Registrar - Form for Change of Advisor/Major

Student Name (Printed): _____
Student ID#: _____ Date: _____

Step 1: Student:

Indicate whether there has been a change in major and/or degree:

Yes: My previous major was: _____
My new major is: _____
My previous minor was: _____
My new minor is: _____
My old concentration was: _____
My new concentration is: _____
My old catalog is: _____
My new catalog is: _____

No: No change

Degree Program (Circle): BA BS BSE BSN BGS BM BME

Step 2: Student:

Obtain the signature of the new advisor, indicating a willingness to accept you as a new advisee.

Signature of New Faculty Advisor: _____
Faculty Advisor Code #: _____

Step 3: Current Advisor:

I have sent the student's file to the new advisor: _____

I do not have a file for this student and I request that the Registrar create a new file and send it to the new advisor: _____

Current Advisor's Signature: _____

Forward this form to the Registrar's Office.

Step 4: Registrar:

New file is not needed__, or
New file has been created and transmitted to the new advisor: _____

This change has been entered into CARS and the form has been placed in student's permanent file _____

Registrar's Signature: _____