



Office of the Registrar

Date: _____

Name: _____ Soc.# _____

PROCEDURE:

- 1. Student visits the department chair of the new major they intend to pursue for assignment of new advisor.
2. Student meets with their current advisor to inform them of the change of major.
3. Current advisor signs CHANGE OF MAJOR form for the student and keeps Pink Copy.
4. Current advisor forwards advising folder to Registrar's Office with Pink Copy attached.
5. Registrar updates Academic Summary and forwards advising folder to new advisor.

I wish to make the following change in my academic major:

FROM

TO

Major _____

Major _____

Signature of Current Advisor

Signature of New Advisor

Signature of Secondary Certification Advisor

Signature of Secondary Certification Advisor (if appropriate)

Student's Signature

Dean of College

Return all copies to the Registrar

Distribution: Registrar - white, Student - yellow, Current Advisor - pink