

Change of Adviser/Major/Minor/Concentration

Name _____ ID# _____ CPO _____ Class (circle one): 1 2 3 4

Check all that apply and fill out appropriate section:

Change major Add second major Add minor Add second adviser Add concentration
 Change adviser Drop second major Drop minor Drop second adviser Drop concentration

Student's signature _____ Date _____

Your signature indicates that you have read the instructions and policies on the reverse.

CHANGE MAJOR (A completed "Curriculum Plan for Declaration of Major" form must be submitted with this form.)

Present Major _____ New Major _____

Signature of Dept. Chairperson of New Major _____ Date _____

If changing advisers, please complete Change of Adviser section; if not changing advisers, the following signature is needed:

Primary Adviser (please print) _____ Signature _____ Date _____

ADD (Check all that apply.) (A completed "Curriculum Plan for Declaration of Major" form must be submitted with this form.)

Second Major: _____

Minor: _____

Concentration: _____

Teacher Certification

Signature of Chairperson of Second Major, Minor, Concentration or Education Studies Department:

Chairperson (please print) _____ Signature _____ Date _____

Primary Adviser (please print) _____ Signature _____ Date _____

DROP (Check all that apply.)

Second Major: _____

Minor: _____

Concentration: _____

Teacher Certification

Signature of Chairperson of Second Major, Minor, Concentration or Education Studies Department:

Chairperson (please print) _____ Signature _____ Date _____

Primary Adviser (please print) _____ Signature _____ Date _____

CHANGE PRIMARY ADVISER (Student must make arrangements to transfer the advisee file to the new adviser.):

Present Adviser (please print) _____

Present Adviser's Signature _____ Date _____

New Adviser (please print) _____

New Adviser's Signature _____ Date _____

ADD/DROP SECOND ADVISER Circle one: ADD DROP

Second Adviser (please print) _____

Second Adviser's Signature _____ Date _____

Banner Date & Init: Adv _____ Major/Minor _____ Init _____

Change of Adviser/Major/Minor/Concentration

Instructions

This form is to be used in making changes in adviser, majors and minors. Each section of the form is to be used for a different function, so be sure you are in the right section.

Change of Adviser

Make an appointment to obtain your current adviser's signature and ask her/him to send your advisee folder to your new adviser. Obtain the new adviser's signature on this form.

Change of Major/Minor

Majors and minors may be changed or added at any time after 15 course credits are earned so long as the total terms of enrollment do not exceed eight, including transfer work. All major declarations and additions of second majors, minors or concentrations require departmental approval and the completion of a "Curriculum Plan for Declaration of Major" form which can be obtained in the Student Service Center or the Office of Academic Services. That form must be submitted with this "Change of Adviser Major/Minor/Concentration" form to the Office of Academic Services.

Changes are not effective until this completed form is returned to the Office of Academic Services.