



# CHANGE OF ADVISOR FORM

The information on this form will remain in effect until a new "Change of Advisor" form is completed or a major is declared.

**SECOND SEMESTER FIRST-YEAR STUDENT:** During or immediately after the Course Request Period in the Spring, arrangements for an Academic Advisor for the sophomore year may be necessary. Normally, a first-year student stays with the current Advisor for the sophomore year or until the student is ready to declare a major. In this situation, no form needs to be filed. If it is not possible to stay with your current Advisor, please read below for procedures for assignment of an advisor and then complete either this form or the "Major Declaration" form (only one form needed).

**OPTIONS FOR SELECTION OF ACADEMIC ADVISOR IF NOT STAYING WITH CURRENT FIRST-YEAR ADVISOR**

- You may ask a faculty member you know personally to serve as your advisor until you are ready to declare a major. You will need to fill out the form below and have it signed by the individual agreeing to serve as your advisor, as well as by your former advisor.
- If you have decided upon a possible major, you may proceed with declaring this major field of concentration. Complete and submit a "Major Declaration" form (available on the Registrar's web page) **DO NOT USE THE "CHANGE OF ADVISOR" FORM IF YOU ARE DECLARING A MAJOR.**

**SOPHOMORE AND ABOVE:** Any time there is a change of advisor (except when a major is declared or changed), this form should be completed.

**FACULTY MEMBER SERVES AS ADVISOR**

**PLEASE COMPLETE IN THE ORDER INDICATED AND RETURN TO THE FORMER ADVISOR.**

Student's Name (please print) \_\_\_\_\_ HUB# \_\_\_\_\_

Banner ID#: \_\_\_\_\_ -or- Email: \_\_\_\_\_@dickinson.edu

Signature \_\_\_\_\_ Date \_\_\_\_\_

New Advisor's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that the above named student will be assigned to the new advisor indicated. I agree to send the advising folder to the new advisor and this form to the **Registrar's Office**.

Name of Former Advisor (please print) \_\_\_\_\_

Former Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

If a student has been accepted as a major but changes advisors within the department, the department chair should also sign this form.

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO FORMER ADVISOR: Please send this form to the Registrar's Office, and the advising folder to the new advisor.**

<p><b>Registrar's Office Use Only</b></p> <p>Date Changed: _____</p> <p>SGAADVR: _____</p>
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