

CHANGE OF ADVISOR PROCEDURES


A new student is initially assigned an academic advisor by the Associate Dean for Academic Advising. The assignment is based on the student's indicated major or area of interest, high school or past college records, extra-curricular interests and availability of advisors. This is normally the only assigning the Office of Academic Advising does. **Once on campus, if a change of advisor is needed or wanted, the student should initiate the process as follows:**

1. Pick up a Change-of-Advisor card in the Office of Academic Advising (UNIV 107) or the Registrar's Office (UNIV 114).
2. Fill out the card completely. **Make sure the student ID number is correct and legible.**
3. Have the card signed by **the new advisor.** The card **does not** have to be signed by the previous advisor.

If a student wants to change advisors but does not know whom to ask, an appointment should be made with the Associate Dean for Academic Advising to discuss possibilities. Appointments can be made by visiting the Office of Academic Advising (UNIV 107) or by calling Ext. 3275.

4. Once completed, return the Change-of-Advisor Card to the Office of Academic Advising (UNIV 107) so advising information and computer changes to be made.

The Office of Academic Advising, upon receipt of a Change-of-Advisor Card, will:

1. Request the student's advising folder from the previous advisor.
2. Change the advisor information on the main frame computer. This ensures that all grades, mid-term estimates, financial aid letters, etc. are directed to the correct person.
3. Please note that the Office of Academic Advising initiates **no changes-of-advisor procedures during Drop/Add (the first two weeks of each semester) or during Pre-Registration (roughly weeks 10-12 of each semester).** You may turn in a Change-of-Advisor card during these periods, but they **will be held** for processing until the end of such periods.
4. When the Office of Academic Advising receives the student's advising file from the previous advisor it is immediately sent on to the new advisor. Packets are usually not held in the Office of Academic Advising. How fast the advising file gets to the new advisor depends on how quickly the Office of Academic Advising receives it. 

To have the CHANGE OF ADVISOR system run smoothly, all these steps must be followed.

REQUEST FOR CHANGE OF ADVISOR

Return completed card to Office of Academic Advising, University Hall 107

NAME: _____ STUDENT ID #: _____ YEAR: FR SO
(circle) JR SR

STUDENT SIGNATURE: _____ DATE: _____

PRESENT ADVISOR NAME: _____

NEW ADVISOR NAME: _____ STAFF ID #: _____

NEW ADVISOR SIGNATURE: _____ DATE: _____

*****OFFICE USE ONLY BELOW LINE*****

Requested	Received	Sent	Date
Folder _____	Folder _____	Folder _____	Entered _____