

Change of Advisor/Major/Minor/Concentration

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

Check all that apply and fill out appropriate section:

Add or change major Add second major Add minor Add second advisor Add concentration
 Change advisor Drop second major Drop minor Drop second advisor Drop concentration

Student's signature _____ Date _____

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

ADD OR 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 advisors, please complete Change of Advisor section; if not changing advisors, the following signature is needed:

Primary Advisor (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 Advisor (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 Advisor (please print) _____ Signature _____ Date _____

CHANGE PRIMARY ADVISOR:

Present Advisor (please print) _____

Present Advisor's Signature _____ Date _____

New Advisor (please print) _____

New Advisor's Signature _____ Date _____

ADD/DROP SECOND ADVISOR Circle one: ADD DROP

Second Advisor (please print) _____

Second Advisor's Signature _____ Date _____

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

Change of Advisor/Major/Minor/Concentration

Instructions

This form is to be used in making changes in advisor, 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 Advisor

Make an appointment to obtain your current advisor's signature. Obtain the new advisor's signature on this form. Submit the completed form to the Student Service Center.

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. That form must be submitted with this "Change of Advisor Major/Minor/Concentration" form to the Student Service Center.

Changes are not effective until this completed form has been returned to the Student Service Center, first floor, Lincoln Hall.