

LINDSEY WILSON COLLEGE
CHANGE OF ADVISOR/CHANGE OF MAJOR PROGRAM

INSTRUCTIONS

This form is completed by the student and their *current* advisor.

Changing the Major

- Complete the top section of this form. **Include the catalog year which applies to the student.** The *current* advisor and the student sign and date that portion of the form. The advisor or the student brings the form to the Registrar's Office.

Changing the advisor

- Complete the second box on this form. The *current* advisor signs the form. The student may request an advisor (though there is no guarantee that the advisor requested will be assigned due to equity issues) and list that person as such or that field may be left blank. Registrar will assign an appropriate advisor.
- The Office, Location and Office Phone fields are for the *requested* advisor and may be left blank.
- The *current* advisor signs the field, Current Advisor Signature.
- The **current advisor brings the advising folder and the form to the Academic Affairs Office** (preferably the same day, but not later than the second day).

Student Name: _____ Student I.D. Number: _____

TO CHANGE YOUR MAJOR COMPLETE THIS BOX

A student must choose and formally declare a major when the student has completed 45 hours of course work with a GPA of 2.0 or above, of which at least 24 hours are general education requirements. Once the student and advisor complete this form, the student should contact the Registrar's Office to verify that this form is on file and that correct information has been entered into the Banner System.

Once these documents are on file, the student should contact a professor within his or her major program in order to complete any required entrance procedures for that program. Students who wish to major in Education may not formally declare that major until they have been admitted to the Education program.

Important Note: International students here on an I-20 we have issued must have an I-20 reissued if changing their major.

Please check the box below if student is an international student on an I-20.

- I-20 needs reissue

Major Currently in Banner: _____ Change Major in Banner to: _____

2nd Major Currently in Banner: _____ Change 2nd Major in Banner to: _____

Catalog Year Which Applies to the Student: _____ Concentration/Minor/Emphasis/Track: _____

Student Signature: _____ Advisor Signature: _____

Date: _____ Date: _____

To Change Your ADVISOR Complete This Box

Current Advisor Signature: _____ Requested Advisor: _____

Date: _____ Office Phone: _____

Student Signature: _____ Office Location: _____

Date: _____ Email Address: _____

This Box To Be Completed By The Academic Affairs Office

- New Major and/or Advisor Entered in Banner Requested File from Current Advisor-Date: _____
 Declaration of Major Form on File Forwarded File to New Advisor
 Copy of Change of Advisor/Degree Program Form Forwarded to Student
 Degree Audit Completed on Banner Web

Registrar's Office Signature: _____ Date: _____

Academic Affairs Signature: _____ Date: _____

C: Student, Advisor, International Student Advisor if I-20 box is checked.