MID-CONTINENT UNIVERSITY

Office of the Registrar

Declaration/Change of Major/Advisor Form

Student's Name _____ SSN _____
First Middle Last

Address _____ Phone _____
Street City State Zip

I am requesting an official change in my: **Advisor Major Minor Catalog Degree**
(Please circle all that apply)

Instructions for Student:
1. Take this form to the Provost's Office for new advisor assignment and a signature.
2. Take this form to your present (old) advisor for a signature.
3. Take this form to your new advisor for a signature.
4. Return this form to the Registrar's Office.

Instructions for Present (old) Advisor:
1. Sign and date below and retain one copy.
2. Give original form back to student.
3. ***Take Official Student Advisor Folder to the new advisor.***

Instructions for New Advisor:
1. Sign and date below and retain one copy.
2. Give the original form back to the student.
3. Obtain the ***Official Student Advisor Folder*** from the (old) advisor.

From:	**To:**
Advisor (Name)_____	_____
First Major _____	_____
Second Major _____	_____
First Minor _____	_____
Second Minor _____	_____
Catalog Year _____	_____
Degree _____	_____

Comments: _____

_____
Student's Signature **Date**

_____
Dean of Arts and Sciences **Date**

_____
Present Advisor's Signature **Date**

_____
New Advisor's Signature **Date**

Updated 4/16/09