



Office of Undergraduate Advising

CHANGE/ASSIGN/ADD ACADEMIC ADVISOR

INSTRUCTIONS:

Please fill out the information below and return to The Office of Undergraduate Advising at advising@simmons.edu. All advisor changes and additions are made at the discretion of the Department Chairs/Program Directors. Advisor and Department signatures **REQUIRED**.

(Printed Student Name)

(Student Signature)

(Student ID #)

(Date)

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I would like a **NEW** academic advisor (you can specify a specific faculty member or have the department chair assign you to an advisor)

Why would you like to be assigned a new academic advisor?

Changing major to: \_\_\_\_\_  Adding major: \_\_\_\_\_

Adding minor: \_\_\_\_\_  Other (please elaborate): \_\_\_\_\_

\_\_\_\_\_

Name of New Advisor: \_\_\_\_\_ **OR** Advisor Assignment: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Dept. Chair Signature: \_\_\_\_\_

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I would like to **ADD** an academic advisor (you can specify a specific faculty member or have the department chair assign you to an advisor)

Why would you like to add a new academic advisor?

Adding major: _____ Adding minor: _____

Other (please elaborate): _____

Name of New Advisor/ Advisor Assignment: _____

Advisor's Signature: _____ Dept. Chair Signature: _____

Colleague Advising File Email Student: _____ Email Faculty: _____