



Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
 202.884.9530 fax: 202.884.9524

Request to Change School within Trinity*
(For undergraduate students switching from CAS to SPS or SPS to CAS)

Student Name: (F) _____ (MI) _____ (L) _____
 PC ID # or SSN: _____ Term: _____ Year: _____

Please check one:

I am a College of Arts and Sciences student requesting to have my home school changed to the School of Professional Studies.
(Contact the CAS Dean in Main 180)

I am a School of Professional Studies student requesting to have my home school changed to the College of Arts and Sciences.
(Contact the SPS Associate Dean for Academic Advising in M250)

Current Advisor Signature: _____ Date: ___/___/_____
 New Advisor Signature: _____ Date: ___/___/_____
 Printed name of New Advisor: _____

Student Signature: _____ Date: ___/___/_____

By signing this form I acknowledge that I have met with an academic advisor from each school or college to discuss academic implications of changing schools. I further acknowledge that I have met with an Enrollment Services Representative to discuss any financial implications due to changing schools.

* If you are a graduate student and you wish to switch between the School of Education and the School of Professional Studies please consult with the Admissions Office.

Please return the completed form, with all signatures, to the Enrollment Services Office.
You do not need to fill out a Change of Advisor Form.

Office Use Only: Date Received: _____ Entered by: _____ Date: _____
(Enrollment Services will communicate completion of change to CAS; SPS; & SFS)