



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

Request for Change of Advisor

Change of Advisor Policy: All arrangements for changing advisors must be made between the deadline for schedule adjustments and the week prior to registration. Freshmen are not permitted to change advisors until registration for the Spring Semester.

Student Name: (F) _____ (MI) _____ (L) _____

PC ID # or SSN: _____

School: CAS SPS EDU

I request to change my advisor from: _____

to: _____.

Signature of Present Advisor: _____ Date: ___/___/___

Signature of New Advisor: _____ Date: ___/___/___

Student Signature: _____ Date: ___/___/___

Note: If you are changing your advisor because you are changing your program, major, or minor, please note that you will also request a change of advisor on the Change of Curriculum form. You do not need to submit this form.

Office Use Only: Date Received: _____ Entered by: _____ Date: _____