

Code: A-024.4
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Approved: Jon Wefald
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SOUTHWEST MINNESOTA STATE UNIVERSITY

PROCEDURE

STUDENT-INITIATED CHANGE OF ACADEMIC ADVISOR

Currently Enrolled and Re-Admitted Students

1. Students initiate a change of advisor by completing a Change of Permanent Records form at the Registration and Records Office.
2. Students take the form to the new advisor for signature.
3. Students take the completed form to their current advisor for signature.
4. The student advising folder is either taken by the student or mailed to the new advisor.
5. Students return the signed form to the Registration and Records Office.
6. The Registration and Records Office enters the change of advisor in the student records system.

See also:

A-024 Student Advisement

A-024.1 Initial Assignment of Transfer Students to Academic Advisors

A-024.2 Initial Assignment of New Freshmen (non transfer) to Academic Advisors

A-024.3 Administrative Change of Advisees and Disposition of Advisee Folders

A-024.5 Support Material and Procedures for Student Advising

A-024.6 Registration Advisor Access Code