

# Otterbein College

## REQUEST TO CHANGE ADVISERS

- A. Complete all fields below **except** the new adviser fields.
- B. If you already know who you would like to have as a new adviser, present this form to him or her for final completion.
- or-**
- If you do not know who you would like to have as a new adviser, request an adviser assignment from the Office of Academic Affairs (316 Roush Hall; 823-1154). Then, present this form to the new adviser for final completion.
- C. You do **not** need to notify the previous adviser or obtain his/her signature.
- D. Once the new adviser signs and dates the form, return it to the Office of the Registrar.

Printed Name of Student \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Previous Adviser \_\_\_\_\_

Reason for change \_\_\_\_\_

\_\_\_\_\_

Printed Name of New Adviser \_\_\_\_\_

New Adviser Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### NEW ADVISOR, please...

1. Contact the previous adviser to obtain the advisee's file.
2. Inform the student to return this form to Office of the Registrar so that we may enter the adviser change on the computer.

### REGISTRAR USE ONLY

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Entered on system