

Advising Success Center

Sanford Hall, Room 101, #44

Bemidji, MN 56601

218/755-4226 Fax: 218/755-2228

Advising@bemidjistate.edu

Advisor Change Form

Name: _____ **SSN/BSU ID:** _____

Student Status - Please check one of the following:

Undergraduate Graduate

Major[s]: _____ **Degree:** _____

Current Advisor:

Areas of Emphasis/Specialty:

Current Advisor Campus Address:

Minors[s]:

Student Instructions - Please read and sign

Complete the above information and present the form to the academic advisor to whom you wish to be assigned. The Advising Success Center will notify your current advisor of this change.

Student Signature: _____ **Date:** _____

New Advisor Instructions

1. Print name and sign below.
2. Send both copies through the campus mail to: Advising Success Center, Sanford Hall, Room 101, #44.

New Advisor Name:

New Advisor Signature:

On-Campus Address:

PLEASE NOTE: Upon completion of the advisor change your new advisee academic information, including transcript, DARS report, and advisor code, will be made available through E-Services. Transcripts and advisor access codes are automatically sent to new advisors during the first week of pre-registration.

Office Use ONLY

Advisor ID: _____

Date: _____ Initials: _____