

Mills College – Academic Records  
Undergraduate Change of Advisor Form

MILLS

1. This form is used to change an undergraduate student’s advisor only. This form is not considered a declaration of major or minor. To declare a major or a minor, students must submit a Declaration of Major form or a Declaration of Minor form.
2. If the student has already declared a major or minor, please note that the advisor requested on this form must be from the student’s major or minor department.
3. If you need assistance in choosing another advisor, please contact the Department Chair of your major or minor field of study for suggestions.
4. **New advisor:** Once this form is processed, you may view your advisee’s information, including transfer credit report and unofficial transcript, in myMILLS through the Mills Portal. If you do not receive your new advisee’s file from the previous advisor within one week of completing this form, please contact [records@mills.edu](mailto:records@mills.edu) for assistance.
5. **Graduate students:** Please contact your department in order to change your advisor. Do not use this form.

**SECTION I**

Mills ID: \_\_\_\_\_ Term/Year: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Please check one:  New Major Advisor  New Minor Advisor  Undeclared

**SECTION II**

Printed name of the New Advisor: \_\_\_\_\_

Reason for change:  Prefer advisor in a department closer to my field of interest.  
 Other: \_\_\_\_\_  
\_\_\_\_\_

**SECTION III**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please obtain the signatures listed below.**

My signature acknowledges my intent to advise the student in the major or minor or (if undeclared) the student’s current field of interest.

New Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office Use Only: SHAADVR</b> Processed by: _____ Date: _____ Notes: _____ _____
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