

Mills College – Academic Records
Change of Advisor Form

MILLS

1. This form is used to change a 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. It is also not considered a graduate change of program.
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.

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: _____

Office Use Only: SHAADVR Processed by: _____ Date: _____
Notes: _____
