



Instructions for Student:

1. Complete top half of this form.
2. Return to your current department's Office Coordinator.
3. Complete one form per major.

Name _____ Student # _____ Date _____

Email _____ CPO _____

Classification: _____ Expected Graduation Date? _____

Major to which you are applying: _____

Concentration/Education Endorsement in major (if applicable): _____

Requested New Major Advisor (if desired*): _____

Is this an additional major? No Yes If yes, what is first major: _____

Does this major replace current major? No Yes Are you dropping a second major?

If dropping a major, what major are you dropping? _____

Are you changing a concentration/track?

Concentration/Track added _____

Concentration/Track dropped _____

Student Signature Date _____

Signature of Current Advisor Date _____

Instructions for "Current Major" Office Coordinator:

1. Check that the current advisor has signed the form.
2. Forward this form to the new department to which the student is applying.
3. Forward the student's advising file to the new dept. (or a copy of the file if a second major is being added).

ACTION TAKEN BY NEW MAJOR DEPARTMENT

Accepted into new major? _____ Date accepted into new major _____

New Advisor _____ Dept. _____

Signature of Department Chair Date _____

Please see your new advisor for counseling and approval of your academic program.

*Note: New advisor requests may not be honored due to existing advising load or other departmental responsibilities.

Instructions for "New Major" Office Coordinator:

1. Complete section above, and scan copy of completed form to the student for their records.
2. Put original paperwork in student's file.
3. Scan PDF of form to registrar@wheaton.edu. Registrar's Office will process the request in Banner.