



HARTWICK COLLEGE

est. 1797

ADVISOR/MAJOR /MINOR CHANGE

This form can be returned to one of the offices listed below:

**Office of Academic/
Pre-Professional Advising**
508 Yager Hall
Tel: 607-431-4425
Hartwick College
Oneonta, NY 13820

Office of the Registrar
101 Bresee Hall
Tel: 607-431-4460
Hartwick College
Oneonta, NY 13820

Please use this form to change or add an advisor or major or minor. Please bring completed, signed form to the Office of Academic and Pre-Professional Advising or the Office of the Registrar for processing. Changes may take 3-5 business days to process depending on time of year.

Student Name: _____ ID#: _____ Date: _____

Add Advisor*

Use this section to add a new advisor.

Advisor Name (please print)	Advisor Signature

Remove Advisor (former advisor does not need to sign)

Use this section to remove an advisor from your record.

Advisor Name (please print)

Add Major *(if you are adding a new major, please also add an advisor for that major)

Name of Major to Add (please print)	Name of Major to Drop (please print)

Add Minor (an advisor in your minor is not required)

Name of Minor to Add (please print)	Name of Minor to Drop (please print)

Student Signature and Date

I hereby authorize the above changes (this form will not be processed without your signature):

Name

Date

Office Use Only

Changes Processed by: _____ Date processed: _____

Advisors notified (if applicable): _____ Date notified: _____ Comments: _____