

## OFFICE OF THE REGISTRAR

901 12<sup>th</sup> Avenue P.O. Box 222000 Seattle, WA 98122-1090 (206) 296-2000, Option 3; Fax: (206) 296-2443 CHANGE OF MAJOR, DEGREE, OR SPECIALIZATION

(RMMPC\_C)

Email: registrar@seattleu.edu

~ Print in Ink ~

## INSTRUCTIONS:

- 1. Student: Fill out this form. Go to SU Online, print a "what if" program evaluation and bring it and this form with you to the new department. If a program evaluation is not yet available, bring an unofficial transcript.
- 2. New Department: Review student request, check approve or deny, sign this form and, if approved, write in departmental advisor name. Indicate any conditions of acceptance, degree variations, or specializations.
- 3. Student: Bring signed form to former department.
- 4. Former Department: Sign form and return to student. Send student's advising file to the new department.
- 5. Student: Return completed and signed form to the Office of the Registrar in USVC 103.
- 6. Office of the Registrar: Process form and notify all parties of the action taken. If the advisor assigned by the new department is not yet in the system, assign the department chair as the default advisor.
- 7. New Advisor: Upon receiving notification of a new advisee, invite the student to meet to review and revise his/her educational plan.

  If the new advisor is not available, the department chair invites the student.

Student ID	Number			Phone Number ()				
Student Legal Name					•		rea Code @seattleu.edu	
		FR 🗆 SO 🗆 JR						
➤ Student	Signature				Date			
Change To	: New Major, P	rogram, Degree, Spe	cialization, or Ce	rtificate				
MAJOR DEPARTMENT		NAME OF NEW ADVISOR (print clearly)			SIGNATURE OF CHAIR OR DESIGNEE		DATE	
Degree	Major	First	Last	PRINT name:	□ DENY			
		ns of acceptance: e degree variations an	d/or specializations	S:				
		ajor, Program, Degree						
MAJOR DE	PARTMENT	NAME OF FORMER	ADVISOR (print clearly	r) SIGNATURE OF CHA	IR OR DESIGNEE		DATE	
Degree	Major	First	Last	PRINT name:				

REGISTRAR'S OFFICE USE ONLY				
Processed by: Date:				