

## Academic Advising Office

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.645.9630 | Fax: 603.645.9718

### Undergraduate Day Change of Advisor

- Schedule an appointment to meet with your current academic advisor or an academic advisor in the Academic Advising Office located in Exeter 59.
- If, after your scheduled appointment, you decide to change your advisor, complete this form and obtain the signature of your NEW academic advisor or an academic advisor in the Academic Advising Office.
- Submit the completed form to the Academic Advising Office (Exeter 59).
- Keep a copy for your records.

Remember to make certain that all information is legibly printed. Incomplete forms or illegible information may result in the delay or denial of your request.

**Student Name (Print)** \_\_\_\_\_  
(First Name) (Last/Surname)

**Student ID#** \_\_\_\_\_ **Student Email:** \_\_\_\_\_ @snhu.edu

**Current Advisor** \_\_\_\_\_

I request my advisor be changed to \_\_\_\_\_  
(New Advisor's Name)

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

\_\_\_\_\_  
Current Advisor Signature Date

\_\_\_\_\_  
New Advisor/Academic Advising Office Staff Signature Date

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**For Office Use Only**

New Advisor Assigned \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_