



Office of the Registrar
Ochre Court, Room 203

Salve Regina University – Office of the Registrar Change of Advisor Form (Undergraduate)

1. The purpose of this form is to change your advisor. This form is not considered a change of major or minor. To add or change a major or minor, please submit the Add or Change of Major form or the Add or Change of Minor form.
2. If you need assistance in choosing another advisor, please contact the Department Chair of your major or minor field of study for suggestions.
3. Once this form is processed by the Office of the Registrar, you may confirm your advisor's name in mySalve via the University Portal.
4. **Graduate students:** Please contact your department in order to change your advisor.

| | | |
|--|-------------|------|
| Student ID: _____ | Date: _____ | |
| Student Name: _____ | | |
| First | Middle | Last |
| Email: _____ | | |
| I am requesting a change of advisor: | | |
| FROM: _____ | | |
| TO: _____ | | |
| I am requesting an additional advisor: | | |
| TO: _____ | | |
| Signatures: | | |
| Student: _____ | Date: _____ | |
| Department Chair or Director of Advising: _____ | | |

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Office of the Registrar:

Updated: _____

Notified: _____

