

**American International College
Office of the Registrar
1000 State Street
Springfield MA 01109
Tel. (413) 205-3212 Fax. (413) 205-3974**

CHANGE (or Addition) OF MAJOR, MINOR, or ADVISOR

INSTRUCTIONS: PLEASE SEE NEW DEAN WITH THIS FORM FOR COMPLETION. THIS FORM IS USED FOR:

- CHANGE OF MAJOR (CURRENT MAJOR DELETED)
- ADDITION OF MAJOR (CURRENT MAJOR RETAINED)
- ADDITION OF MINOR
- CHANGE OF ADVISOR

STUDENT MUST FILL OUT TOP PART OF FORM, OBTAIN ONE SIGNATURE, AND DELIVER TO THE REGISTRAR'S OFFICE. THE OFFICE OF THE REGISTRAR WILL NOTIFY THE FORMER DEAN AND FORMER ADVISOR, AS NOTED AT THE BOTTOM OF THE FORM.

Student Name: _____ ID: _____
Present Major: _____ Degree: _____ Year: _____
Present Advisor: _____

The above student has made the following change:

- CHANGE OF MAJOR (CURRENT MAJOR DELETED)
- ADDITION OF MAJOR (CURRENT MAJOR RETAINED)
- ADDITION OF MINOR
- CHANGE OF ADVISOR

New Major: _____ Degree: _____ Year: _____
Concentration: _____

(Note: Biology majors must declare a concentration.)

New Advisor: _____

Second Major: _____

Concentration: _____

(Note: Biology majors must declare a concentration.)

New Advisor: _____

Minor: _____

New Advisor: _____

Signature of New Advisor/Dept. Chair in New Major/Dean (only one required)

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Registrar Office Use Only

Major changes recorded _____ (date & initials)

Former advisor notified _____ (date & initials)

Former Dean notified _____ (date & initials)