

# ADVISOR CHANGE REQUEST FORM



Office of the Registrar  
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AD Bldg 207  
Maryville, MO 64468

Office: 660-562-1151  
Fax: 660-562-1993  
[registrar@nwmissouri.edu](mailto:registrar@nwmissouri.edu)

## Form Instructions:

- Students new to a major or minor may contact appropriate School Director or Department Chair to identify an available advisor for the new program. This form is to be used once that advisor has been identified.
- Student
  - Enters date, student name, student 919# in fields below.
  - If an advisor should be removed, please fill in name in the space below.
  - To add a new advisor, fill in the new advisor name and indicate if this will be a primary(1<sup>st</sup> major), secondary(2<sup>nd</sup> or 3<sup>rd</sup> major), or minor advisor.
  - Student saves completed form to computer.
  - Student attaches saved form and emails (from Northwest email account) this completed request form to Northwest email account of new faculty advisor (these can be found in the [campus directory](#)).
- Advisor
  - Adds Advisor 919# in space provided below
  - Forwards request form with words, "I approve" in body of email to Registrar's Office ([registrar@nwmissouri.edu](mailto:registrar@nwmissouri.edu)) from Northwest email account.

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Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ 919#: \_\_\_\_\_

Please remove the following advisor from my student record

Advisor Name: \_\_\_\_\_

No advisor to be removed

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I request that the following new advisor be added to my student record

New Advisor Name: \_\_\_\_\_

Advisor Will Serve As (indicate primary, secondary, or minor in space provided):

\_\_\_\_\_

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I agree to serve as advisor for the student indicated above:

New Advisor 919# (to be filled in by advisor): \_\_\_\_\_