

Change Advisement Sheet Catalog Year

Please use this form when you wish to switch your advisement sheet to a current catalog year.

Please note: Once this action has been taken you cannot switch back to your old advisement sheet/catalog year.

Name: _____

CWID Number: _____

Department: _____

Major: _____

Please transfer my official advisement sheet to the department's most recent advisement sheet for the major listed above. I have met with my advisor and understand the following:

- I have reviewed and understand the "What If" in DEGREE WORKS.
- Courses that counted on my old advisement sheet may **NOT** count as General Education on the new advisement sheet.
- I have reviewed these new requirements with my advisor and have decided that it is to my advantage to transfer my credits to the most recent advisement sheet, effective with the _____ semester.
- I understand that once I make this transfer, I will **NOT** be permitted to transfer back to my old advisement sheet.

After reviewing the above statements and meeting with your advisor, please sign this form by either inserting a digital signature or typing your name in the space provided below. After signing, please e-mail form to your advisor.

Student's Signature: Date:

Advisor:

- I have reviewed the above statements with the student and have advised him/her to make this change in advisement sheet catalog year as it will be in his/her best interest academically to make this change.

After reviewing the above statements and meeting with the student, please sign this form by inserting a digital signature in the space provided below. After signing, please e-mail form to your department chair.

Advisor Signature: Date:

Department Chair:

After reviewing the above please check approved/not approved, insert the Catalog Year and sign the form by inserting a digital signature in the space provided below. After signing please e-mail this form to Academic Records.

Dept Chair Signature: Date:

Approved Not Approved Catalog Year: (to be filled out by Department): _____

Office Use Only

Student record updated Date _____ Initials: _____

Implemented: July 1, 2013