



EMORY

OXFORD  
COLLEGE

**Advisor Change Request Form – Oxford College**

Return completed form to the Advising Support Center Office in Room 103, Seney Hall.

Guidelines for changing advisors:

1. Select a new advisor, and have the new advisor complete this form
2. Submit this completed form to the Advising Support Center Office
3. The Advising Support Center Office will email you, the previous advisor, and new advisor of the official change

Date: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ Student ID# \_\_\_\_\_

Name: \_\_\_\_\_ Student Email: \_\_\_\_\_

Class (**circle one**):    Freshman    Sophomore

Reason for requested change: \_\_\_\_\_

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current advisor name: \_\_\_\_\_

New advisor name: \_\_\_\_\_

New advisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For the Advising Support Center Use Only**

Updated in the system:

- Faculty Module
- OPUS
- Email previous advisor, new advisor and student

Initials: \_\_\_\_\_