

Last Name: _____ ID#: _____ New Program/s: _____

ADVISING SECTION

NOTE: Advisor must initial next to each checkbox for Program Change to be processed.

- Check SHADEGR or student's WebConnect transcript to see if student has previously completed the same degree. For example, if a student has completed LAX, they cannot change to LAS, etc.
- Complete updated degree audit for new program for appropriate catalog year. Summer start students should follow future catalog. It is recommended that until DegreeWorks is functional, advisors complete a degree audit by hand. Student must be provided with a copy of an updated degree audit. **Signed/dated copy of degree audit should be attached to this form and forwarded to the Records Office.**
- If student is registered for upcoming semester, confirm that all courses are required for new degree program. NOTE: Students cannot receive financial aid to take a new course if a previously completed course fulfills their new degree requirements.
- If student is out-of-state (SPAIDEN), they may qualify for reduced tuition under the NEBHE program. If student is already receiving NEBHE rates they will have a residency code on SGASTDN of O. If the student has an official address in NH, VT, ME, CT or RI and doesn't have a residency code of O – please refer them to records and check this box to flag it for records to research.
- Please note that student may be reassigned to a new advisor based on their new program. Advising assignments are made prior to the start of a new semester and prior to the start of advising/registration period. Students may always receive advising assistance in the Advising Center, Leominster, Devens, or via the online advisor (advisor@mwcc.mass.edu).
- If approving catalog year change, you can only approve a catalog year for which the student has enrolled in credit courses in that year. Must have RE, RW, WD, W2, W3, IW, I2, or I3 on at least one course for the term in SFAREGS. DD and/or NS do not count as enrolled.

Advisor Name (Print): _____

Advisor Signature: _____

Incomplete forms will be returned to advisors for re-processing.

Change in program will not take effect until the next semester/term.

Office Use Only

- Make sure degree has not already been earned on SHADEGR – see list of equivalent majors.
- Change Major on SGASTDN for next semester – be sure to roll the new major to outcome on the curricula tab – this will pull the correct major for degree audit.
Cases when major may be changed for same semester: financial aid required – please check with Financial Aid.
- Review residency code on SGASTDN for out of state students to confirm whether reciprocity (code = O) applies (contact Elaine Kinner with questions).
- End the advisor on SGAADV by clicking maintenance and selecting “End Advisor” – this will trigger the advisor assignment to be re-evaluated.
- If transfer institutions are lists on SOAPCOL, forward ID to transfer credit evaluator to have file reviewed.

Effective: _____
Semester/Year

Date Entered: _____ By: _____