Mills College – M Center – Academic Records
Undergraduate Change of Advisor Form

1. The purpose of this form is to change an undergraduate student's advisor only. This form is not considered a declaration of major or minor. To declare a major or minor, students must submit a Declaration of Major form or a Declaration of Minor form to the M Center.
2. If the student has already declared a major or minor, please note that the advisor requested on this form must be from the student's major or minor department.
3. If you need assistance in choosing another advisor, please contact the Department Chair of your major or minor field of study for suggestions.
4. **New advisor**: Once this form is processed by the M Center, you may view your advisee's information, including transfer credit report and unofficial transcript, in myMILLS via the Mills Portal. If you do not receive your new advisee's file from the previous advisor within one week of completing this form, please contact records@mills.edu for assistance.
5. **Graduate students**: Please contact your department in order to change your advisor. Do not submit this form to the M Center.

SECTION I

Please check one: ☐ New Major Advisor ☐ New Minor Advisor ☐ Undeclared

Name: _____
Last First M.I.

Mills ID: _____ Term/Year: _____

Phone Number: _____ Email Address: _____

SECTION II

Reason for change: ❒ Prefer advisor in a department closer to my field of interest.

❒ Other: _____

_____

SECTION III

Please obtain the signatures listed below.

Student Signature: _____ Date: _____

New Advisor Signature*: _____ Printed Name: _____

***** My signature acknowledges my intent to advise the student in the major or minor; or, if undeclared, the student's current field of interest.

M Center Use Only: Processed by: _____ Date: _____ Notes: _____