**Procedures to Manually Change an Advisor After the Initial Assignment**

**Student Requests a Change of Advisor**
In the event that a student requests a new advisor assignment because of "comfort" or "fit", the receiving College or Regional Campus will be responsible for reassigning the student to another advisor.

**Change of Major or Program**
If a student wishes to change his/her major or program, he/she completes a *Request for Change of Undergraduate Program* form, and obtains the appropriate approvals from the sending and receiving Colleges. Once the student obtains the proper signatures, and the receiving College or Regional Campus accepts the student, the receiving College will remove the old advisor assignment, add the new advisor on SGAADVR in Banner INB, and send notification to the student of the new advisor assignment.

**Student Transitions from the First Year Experience (FYE) Advising Center**
As a student graduates from a FYE advisor assignment to a primary advisor in the unit of the chosen major, a *Request for Change of Undergraduate Program* form must be completed. The receiving College must make the reassignment, remove the old advisor assignment, and update to the current advisor on SGAADVR as described in the Change of Major or Program section above.

**Inactive Learner Records**
An inactive learner record is a record that has been closed with a "Student Status" code of IS on SGASTDN due to dismissal or graduation. These students will have their advisor assignment removed by the College or Regional Campus that initiated the status change.

Students who have had no registration activity for one calendar year will also have their advisor removed. At the point, the student may not return without a reenrollment. A report will be produced by the Registrar's Office for the College or Regional Campus to identify those students who have an inactive student status, or may no longer return. The report will be broken down by advising unit, and it will be the responsibility of that unit to then remove ALL of the advisors, not just the primary advisor.

If the student is reinstated, the College or Regional Campus involved in the reinstatement will assign the primary advisor.

**Reports**
Reports that track advisor assignments will be an important component of maintaining accurate advisor assignments. COGNOS reports should be available for appropriate units to run on a regular, or an as-needed basis. These reports will be designed to assist in identifying changes in student populations. For example, these reports will:

- identify movement between colleges and campuses
- detect change of programs and majors
- track reenrolled students by student type
- identify graduate, dismissed, and non-returning students so that their advisor assignments can be removed