



Office of Academic Records

PROGRAM UPDATE

LAST NAME: _____ FIRST NAME: _____ EMPL ID _____

ANTICIPATED GRADUATION TERM: _____

Part A

Current program of study:

DEGREE: _____

MAJOR(S): _____

MINOR(S): _____

SPECIALIZATION(S): _____

CERTIFICATE(S): _____

CURRENT ADVISOR: _____

Part B

New program of study:

DEGREE: _____

MAJOR(S): _____

**Applying for two majors, indicate your primary (first) major:* _____

MINOR(S): _____

SPECIALIZATION(S): _____

CERTIFICATE(S): _____

STUDENT SIGNATURE: _____

(A typed signature will take the place of a printed signature)

CURRENT ADVISOR SIGNATURE: _____

Part C

TO BE COMPLETED BY DIVISION CHAIR:

_____ Advisor will remain the same

_____ Advisor will change to _____

DIVISION CHAIR SIGNATURE: _____

For Office of Academic Records use only-

_____ Program/Plan updated _____ Date Effective _____ Date Processed _____ Advisor Assigned. Confirmation sent to: _____ Student _____ Advisor _____

PROGRAM UPDATE

DIRECTIONS

Students

Save this form to your computer, fill in the correct information, and email the form to your advisor or print this form and take it to your advisor in person.

Program and Advisor changes - complete Parts A, B, and complete Part C with Division Chair.

Program only changes – complete Parts A and B.

Advisor only changes - complete Part A and complete Part C with Division Chair.

Complete Page 1. Be sure to fill out your name, EMPL ID, anticipated graduation term, and sign the form. Please obtain advisor approval via email or in person. If you need clarification on who your advisor is contact the Office of Academic Records, Main Building 114, call 701-788-4774 or email records@mayvillestate.edu

Advisors

Following your approval, please forward document to appropriate Division Chair for an advisor assignment, if needed.

-Business/CIS, Mr. Gene Levitt, Main Building 202B, gene.levitt@mayvillestate.edu

-Education/Psychology/LMIS, Dr. Carol Enger, Education Building 116D, carol.enger@mayvillestate.edu

-Science/Mathematics, Dr. Robert Miess, Science Building 136B, robert.miess@mayvillestate.edu

-Liberal Arts/University Studies, Dr. Dalton McMahon, Classroom Building 110, dalton.mcmahon@mayvillestate.edu

-HPER, Ms. Donna Mark, Field House 116, donna.mark@mayvillestate.edu

Division Chair

Complete Part C and return form to Office of Academic Records, Main Building 114, or email the form to records@mayvillestate.edu

Office of Academic Records

Office of Academic Records will process the change in ConnectND and notify the student and advisor through Mayville State University Outlook account.