

**SAMUEL MERRITT COLLEGE**

Office of the Registrar  
450 30<sup>th</sup> Street, Suite 2802  
Oakland, California 94609

Telephone: 510.869.1550 Fax: 510.869.6204

**ADVISOR REASSIGNMENT FORM**

Process for advisor reassignment:

1. Make an appointment with the proposed new advisor, and request approval for reassignment. Please note that an advisor has the option to decline accepting additional advisees.
2. If new advisor agrees to accept student as a new advisee, have new advisor sign the form.
3. Return completed form to the Office of the Registrar.
4. The Office of the Registrar will notify the student's current advisor to forward the student's advising file to the new advisor.

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|--------------|------------|--------------|
| Student Name | Student ID | Today's Date |
|--------------|------------|--------------|

Current Advisor: \_\_\_\_\_

New Advisor: \_\_\_\_\_

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|                         |      |
|-------------------------|------|
| New Advisor's Signature | Date |
|-------------------------|------|

**Current advisor:** The student listed on this form has requested a change of advisor. At your earliest convenience, please forward the student's advising file to the new advisor listed above. Thank you.

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CC: Current advisor  
New advisor  
Student  
Student file