**Change of Advising Guide/Field of Study/Pre-Major/Major**

The proponent department is Enrollment Services

**THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

| AUTHORITY: | San Antonio College Catalog |
| PRINCIPAL PURPOSE: | Update the Advising Guide/Field of Study/Pre-Major/Major of a student. |
| ROUTINE USES: | Used by students to request a change in Advising Guide/Field of Study/Pre-Major/Major. |
| DISCLOSURE: | Voluntary. Failure to furnish information may result in denial of the request. |

1. **STUDENT ID**
2. **STUDENT NAME (LAST, FIRST)**

3. **CATALOG YEAR (MUST BE ENROLLED IN CATALOG YEAR)**
4. **SEMESTER**
   - ☐ Fall
   - ☐ Spring
   - ☐ Summer

5. **MILITARY VERIFICATION FORM ON FILE**
   - ☐ Yes
   - ☐ No
   - If yes, resubmit Military Verification form for continued residency status.

6. **CURRENT ADVISING GUIDE/FIELD OF STUDY/PRE-MAJOR/MAJOR**

7. **NEW ADVISING GUIDE/FIELD OF STUDY/PRE-MAJOR/MAJOR**

8. **DEGREE TYPE (If pursuing an OSA, select an AAS or Certificate that includes the program)**
   - ☐ Associate of Applied Science
   - ☐ Associate of Arts
   - ☐ Associate of Science
   - ☐ Associate of Arts in Teaching
   - ☐ Level 1 Certificate
   - ☐ Level 2 Certificate
   - ☐ Advanced Technical Certificate
   - ☐ Enhanced Skills Certificate

   You must visit with your advisor prior to submitting this form to the Admissions and Records office. To locate your advisor, click on the ‘My Page’ tab located in ACES

   I acknowledge that a change in my advising guide/field of study/pre-major/major may impact my Financial Aid eligibility and/or award.

9. **STUDENT SIGNATURE**
10. **DATE**

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**FOR OFFICIAL USE ONLY**

11. **PRINTED ADVISOR/DESIGNEE NAME**
12. **ADVISOR/DESIGNEE SIGNATURE**
13. **DATE**

14. **RECEIVED BY ADMISSIONS AND RECORDS**
15. **DATE**

16. **VERIFIED SOA/HOLD AND BDM FOR MILITARY VERIFICATION**
   - ☐ Yes
   - ☐ No

17. **PROCESSED BY ADMISSIONS AND RECORDS**
18. **DATE**

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**ES FORM 3, MAR 2020**

Alamo Colleges District, Student Success V1.00