



APPLICATION TO CHANGE PROGRAM, PLAN AND/OR ADVISOR

INSTRUCTIONS:

1. **PRINT THIS INSTRUCTION SHEET.**
2. Make sure you **READ** and follow these step-by-step instructions *carefully*. **Read** this **entire** instruction sheet before moving forward to the next step.
3. Students requesting to:
 - Change **Program** (School/College), **Plan** (Major) *and* **Advisor** should fill out sections I and II and make sure to attach a copy of your unofficial transcript.
 - Change **Plan** (major) *and* **Advisor** should fill out section III
 - Change **Advisor** should fill out section IV
4. Steps to follow for application process:
 - A. All students must bring this application to the Departmental Office of your area of interest, and ask them to complete the Department Section, Part V.
 - Some majors/departments may have additional constraints on when changes can/will be approved and/or processed, as well as additional paperwork for you to fill out. You will need to consult with the department directly.
 - B. Ask the Departmental Office if there are any other forms you need to complete and if you can wait for signature/approval.
 - If the department requests that you leave the forms for pick up at a later date, **ask** when they will be ready.
 - C. It is your responsibility to obtain the signed forms from the Departmental Office at the stated date/time and to **bring** them to the Office of Academic Programs (W.B. Young, Room 211) for the Dean's approval.
5. There is a checklist at the end of the application for your convenience. Make sure you have all items completed on the checklist before returning the application to the Office of Academic Programs.
6. It is the student's responsibility to follow through with this process. Students will be informed by email to their Huskymail account if/when the change has been approved and processed.



Office of
Academic Programs

**APPLICATION TO CHANGE
PROGRAM, PLAN AND/OR ADVISOR**

STUDENT SECTION

PART I: STUDENT BIOGRAPHICAL DATA:

Name _____
(Last) (First) (Middle Initial)

Student ID # _____ Date of Birth: ____/____/____ Male _____ Female _____
(PeopleSoft ID) (M/D/Y)

Email: _____ Marital Status: Single _____ Married _____ Dependents _____
(HuskyMail Account)

Permanent Address: _____
(home) Number and Street City State Zip Code

Temporary Address: _____
(off campus housing or dorm) Number and Street City State Zip Code

Phone Numbers: (____) _____ (____) _____ (____) _____ (____) _____
(Permanent/Home #) (Temporary/Dorm #) (Cell #) (Other #)

High School Attended: _____
(Name and Location) (Graduation/GED (Month/Year))

Post Secondary Education (if any): _____
Name and Location (Graduation/GED (Month/Year))

Emergency Contact Information:

Name: _____ Relationship to Student: _____

Phone Numbers: (____) _____ (____) _____ (____) _____ (____) _____
(Permanent/Home #) (Temporary/Dorm #) (Cell #) (Other #)

Address: _____
Number and Street City State Zip Code

In case of an emergency, please list any health issues we should be aware of to report to paramedics if necessary
(ex: allergies, conditions, medications, etc): _____

Does your family own or operate an agricultural business? Yes _____ No _____ Type/Location: _____

Family members that have attended the College of Agriculture and Natural Resources or the Ratcliffe Hicks School of
Agriculture: _____
(Name) (Relationship) (Year of Graduation)



Office of
Academic Programs

Name: _____
PeopleSoft I.D. #: _____

STUDENT SECTION

PART II: PROGRAM, PLAN AND ADVISOR CHANGE REQUEST (Request to transfer to AGNR from another school/college within UConn):

FROM: Program (School/College) _____ Plan (Major) _____

TO: Program (School/College) _____ Plan (Major) _____

ADVISOR REQUESTED: _____ *Please note:* requesting a specific advisor **does not** guarantee that this is the advisor you will be assigned to by the Department.

Concentration/Area of Interest/Subplan: _____

Tentative Career Goals: _____

The University of Connecticut campus at which you are currently or were previously registered (circle one):
STORRS AVPT HTFD STAM TORR WTBY

Checklist: _____ Signed Request (Part II) _____ Transcript _____ Departmental Approval

Signature of Student _____ Date _____

PART III: PLAN (MAJOR) AND ADVISOR CHANGE (Request to change from one major to another within AGNR)

FROM: Plan (Major) _____ Advisor _____

TO: Plan (Major) _____ Advisor _____

Please note: requesting a specific advisor **does not** guarantee that this is the advisor you will be assigned to by the Department.

Concentration/Area of Interest/Subplan: _____

Checklist: _____ Signed Request (Part III) _____ Departmental Approval

Signature of Student _____ Date _____



Office of
Academic Programs

Name: _____
PeopleSoft I.D. #: _____

STUDENT SECTION

PART IV: ADVISOR CHANGE

FROM: Current Advisor _____ Major _____

TO: Requested Advisor _____

Please note: requesting a specific advisor **does not** guarantee that this is the advisor you will be assigned to by the Department.

Concentration/Area of Interest/Subplan: _____

Checklist: _____ Signed Request (Part IV) _____ Departmental Approval

Signature of Student _____ Date _____

DEPARTMENT SECTION

PART V: DEPARTMENT APPROVAL

Approved to be admitted to: Plan/ (Major) _____ Advisor _____

Concentration/Area of Interest/Subplan _____

Advisor Information _____
(Office Location, Building/Room #) (Phone Number)

Comments _____

Department Approval _____ Date _____
(Signature of designated person in department responsible for Approvals)



Office of
Academic Programs

Name: _____
PeopleSoft I.D. #: _____

DEAN'S SECTION

PART VI: NEW DEAN'S APPROVAL

(Date) Approved _____
(Date) Denied _____
(Date) Pending (Wait for grades to be posted)

School Change Effective _____
(Semester/Year) _____
(Catalog Year) Plan of Study _____

Approval Signature _____ Date _____

Comments _____

Status Change Processed In PeopleSoft: _____
(Initials) _____
(Date)

Email sent to Student, Copies sent to Department/Advisor: _____
(Initials) _____
(Date)