

Macalester College Faculty Advisor Selection Form

- Students will have one primary faculty advisor. That advisor will provide the PIN for registration.
- Students may select a new primary faculty advisor following completion of the first semester, even if they are not declaring a major.
- We expect a student's primary faculty advisor to be in a department in which they are majoring.
- Students have the option of adding up to two additional faculty advisors to reflect the guidance they are receiving in a second major, minor, or concentration.
- Students may also remove an advisor via this form. Students may make changes to their advising team, including their primary advisor, if their academic plans change. It is the student's responsibility to make sure the list is up-to-date so the faculty advising team can effectively support the student.
- ***TO ADD THE STUDENT AND ADVISOR SIGNATURES: Click on the pen in the menu bar to "sign document by typing or drawing a signature". This allows you to type your name and drag it onto the signature line. Click outside the box to insert the signature. Then click "close" on the signature function and finish filling out the form and save it. If you have digital signature capability on your computer, you may add a digital signature. As an alternative to these options, just type your name on the signature line.***

Student Name _____ Student ID Number _____

Student Signature _____ Today's Date _____

Previous Advising Team

Primary Advisor _____ Department _____

Advisor #2 _____ Department _____

Advisor #3 _____ Department _____

New Advising Team (Advisor signatures required only if the advisor is new to the advising team or their role is changing)

Primary Advisor _____ Department _____

Advisor Signature _____

Advisor #2 _____ Department _____

(if applicable)

Advisor Signature _____

Advisor #3 _____ Department _____

(if applicable)

Advisor Signature _____

Return this completed form to Academic Programs and Advising, academicprograms@macalester.edu. To deliver a paper copy, take it to the top floor Weyerhaeuser Hall, Room 215. For additional advising information and resources consult macalester.edu/advising.