

**1. Students:**

- Make appointment with Program Director for proposed new major to review major's admission requirements (refer to page 2 for contact list). The Program Director (or designated advisor) is responsible for preparing the new check-sheet (or program of study).
- Before finalizing decision, meet with financial aid staff to determine whether major change will result in aid adjustment.
- Enter information below, acknowledge that you've communicated with financial aid staff, and enter name where it says, "Student Signature."

First Year?  Yes  No Anticipated Graduation  May  Aug  Dec 20 

Last Name: \_\_\_\_\_ First Name &amp; Middle Initial: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Campus Key: \_\_\_\_\_@students.jefferson.edu

Current Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

Proposed Major: \_\_\_\_\_ Catalog Year: \_\_\_\_\_

\_\_\_\_\_ I acknowledge that my major change could result in a financial aid adjustment. I have communicated with the financial aid office staff regarding my major change (FinancialAid@jefferson.edu).

Student (Name): \_\_\_\_\_ Date: \_\_\_\_\_

**2. New Program Director (or designee):**

- Review catalog year, sign form, and assign new advisor (if applicable). Provide student with updated check-sheet or program of study (to facilitate pre-registration).
- Send form to College Advising Advocate (or ASC Director/Assistant Director or designed) for final review/signature).

(Name + Date) \_\_\_\_\_

New Advisor:  Yes  No New Advisor Name: \_\_\_\_\_**3. New College Advising Representative or ASC Director/Assistant Director (or designee):**

- Review, sign and date form.
- Distribute signed form as follows: Registrar (TJU\_EF\_Registrar@jefferson.edu), current student's advisor, ASC admin to reassign advisor on Banner (if applicable).

(Name + Date) \_\_\_\_\_

Registrar's Office Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

The effective date of the major change is determined when the completed form is submitted to the Registrar's Office.

*College of Architecture & the Built Environment (CABE)*

College Advising Representative: [Carol.Hermann@jefferson.edu](mailto:Carol.Hermann@jefferson.edu)

Architecture, Arch Studies: [John.Dwyer@jefferson.edu](mailto:John.Dwyer@jefferson.edu)

Landscape Arch: [Kimberlee.Douglas@jefferson.edu](mailto:Kimberlee.Douglas@jefferson.edu)

Construction Mgt: [Gulbin.Ozcan-Deniz@jefferson.edu](mailto:Gulbin.Ozcan-Deniz@jefferson.edu)

Interior Design: [Martha.Anez@jefferson.edu](mailto:Martha.Anez@jefferson.edu)

*College of Design, Engineering & Business (K-DEC)*

**Business (all):** [Philip.Russel@jefferson.edu](mailto:Philip.Russel@jefferson.edu)

**Design**

Animation: [Jason.Kirk@jefferson.edu](mailto:Jason.Kirk@jefferson.edu)

Fashion Design: [Carly.Kusy@jefferson.edu](mailto:Carly.Kusy@jefferson.edu)

Fashion Merch & Mgt: [Nioka.Wyatt@jefferson.edu](mailto:Nioka.Wyatt@jefferson.edu)

Industrial Design: [Mark.Havens@jefferson.edu](mailto:Mark.Havens@jefferson.edu)

Textile Design, Prod Sci: [Becky.Flux@jefferson.edu](mailto:Becky.Flux@jefferson.edu)

Vis Comm Design: [Elizabeth.Shirrell@jefferson.edu](mailto:Elizabeth.Shirrell@jefferson.edu)

**Engineering (all):** [Brian.George@jefferson.edu](mailto:Brian.George@jefferson.edu)

*College of Health Professions (CHP)*

College Advising Representative: [Rebecca.Rice@jefferson.edu](mailto:Rebecca.Rice@jefferson.edu)

Health Science 4-Year BS Degrees: [Louis.Hunter@jefferson.edu](mailto:Louis.Hunter@jefferson.edu)

Health Science 3+ Combined Degrees

HSCI/AT; HSCI/Nutrition: [Louis.Hunter@jefferson.edu](mailto:Louis.Hunter@jefferson.edu)

HSCI/OT: [Adel.Herge@jefferson.edu](mailto:Adel.Herge@jefferson.edu)

HSCI/Comm Tr Counseling: [John.Pierce@jefferson.edu](mailto:John.Pierce@jefferson.edu)

HSCI Pathways (2+ majors) Pre-MIRS, Pre-Nursing, Pre-Resp Ther, Pre-MLSB, Pre-Pharm:

[Wendy.Krupnick@jefferson.edu](mailto:Wendy.Krupnick@jefferson.edu)

*College of Humanities & Science (CHS)*

College Advising Representative: [Ryan.Long@jefferson.edu](mailto:Ryan.Long@jefferson.edu)

Biopsychology/Psychology: [John.Pierce@jefferson.edu](mailto:John.Pierce@jefferson.edu)

Comm & Media Studies: [Bryce.Renninger@jefferson.edu](mailto:Bryce.Renninger@jefferson.edu)

Law & Society: [Evan.Laine@jefferson.edu](mailto:Evan.Laine@jefferson.edu)

**Psychology 3+ Programs**

Psych/Comm Tr Counseling: [John.Pierce@jefferson.edu](mailto:John.Pierce@jefferson.edu)

Psych/Occupational Therapy: [Adel.Herge@jefferson.edu](mailto:Adel.Herge@jefferson.edu)

*College of Life Sciences (CLS)*

College Advising Representative: [Ryan.Long@jefferson.edu](mailto:Ryan.Long@jefferson.edu)

Biology: [Manuela.Tripepi@jefferson.edu](mailto:Manuela.Tripepi@jefferson.edu)

Biochem/Chem: [John.Milligan@jefferson.edu](mailto:John.Milligan@jefferson.edu)

Pre-Med Studies; [Kathryn.Mickle@jefferson.edu](mailto:Kathryn.Mickle@jefferson.edu)

*College of Rehabilitation Sciences (CRS)*

College Advising Representative: [Stephen.Thomas@jefferson.edu](mailto:Stephen.Thomas@jefferson.edu)

Exercise Sci (BS, ExSci/AT, ExSci/PT): [Stephen.Thomas@jefferson.edu](mailto:Stephen.Thomas@jefferson.edu)

ExSci/OT: [Adel.Herge@jefferson.edu](mailto:Adel.Herge@jefferson.edu)

*Continuing & Professional Studies (CPS)*

All majors: [Susan.Calder@jefferson.edu](mailto:Susan.Calder@jefferson.edu)