

**Department of Counseling
One Program – Three Locations
Faculty Advisor Alert Form**

When a student moves to a different location or has a name change, the student must alert the Faculty Advisor. The student has fourteen days once the change has occurred to submit this form. It is the student's responsibility to follow this process:

- a. Download Faculty Advisor Alert Form from website
(<http://www.tarleton.edu/counsel/documents/faculty-advisor-alert-form.pdf>)
- b. Download Campus Update Request Form from website and complete as instructed
(http://www.tarleton.edu/registrar/forms/Campus_Update_Request_Form.pdf)
- c. Download Permanent Record Update Form from website and complete as instructed (for name change) (http://www.tarleton.edu/registrar/forms/Permanent_Record_Update_Form.pdf)
- d. Make appointment with current Faculty Advisor for signature on form
- e. Make an appointment with new Faculty Advisor for signature on form
- f. Submit signed form to Department of Counseling Administrative Associate
- g. Your Faculty Advisor of Record will be changed on the Faculty Advisor master list

Student's Current Name:	
UIN:	
Current Faculty Advisor:	
Faculty Advisor Signature	Date
New Faculty Advisor:	
Faculty Advisor Signature	Date
Location Update (if applicable)	
Current Location of Record:	
New Location of Record:	
Name Change (if applicable)	
New Name:	

For Departmental Use:

_____ Faculty Advisor has been changed on Master List

_____ Form placed in student file