Dear Warriors,

As I’ve shared in previous outreach, the Registrar’s Office is developing strategies to transform paper-based procedures into electronic formats. As each solution is ready, I will send an email announcement to students and faculty. For a summary of past email announcements and projects in the queue, visit our new webpage Guidance for Spring 2020.

I’m writing now to share instructions for changing your program or academic advisor.

What is a program change?

- Declaring or dropping a major
- Declaring or dropping a minor
- Changing major track
- Changing degree (B.A./B.S.)
- Changing catalog year

Steps for changing your program or academic advisor:

1. Complete the appropriate sections of the Program Change Form (attached as a fillable PDF)
   a. If you do not have access to a computer or Adobe, you may simply write out your program changes in the body of the email. Be sure to include all of the required information.

2. Email the completed form to registrar@lycoming.edu

3. Include the appropriate faculty members on the “CC” line of the email. Their email responses will be accepted instead of signatures.
   a. For program changes: include your current academic advisor and the department chairperson of the major/minor being changed
   b. For advisor changes: include your current advisor and your new advisor

Once we receive email responses from the faculty members, you will receive an email confirmation that the change has been made.

If you have any questions about changing your program or advisor, please reach out to registrar@lycoming.edu.

Sincerely,

Jilliane

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