Using Change of Plan and Change of Advisor Forms

To access Change of Plan or Change of Advisor Forms, login to STAR. Select SA Self-Service, then STAR for Students. Select the link Change in Major, Minor or Concentration to add, drop or change a major, minor or concentration. Select the link Change in Advisor to request an advising change.

Change in Major, Minor or Concentration:

Selecting this link opens the following page:

Select the appropriate action on this page.

Change Plan: If you select Change plan, you will be asked to indicate the type of plan you are changing and then you can use the drop downs to choose a replacement plan. Click Submit Form Request and the change of plan form will be sent to your Holy Cross email. Print this form and bring it to your advisor, the appropriate department chair and your class dean for signatures.
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Add Plan: If you select Add Plan, you will be asked to indicate the type of plan you are adding and then to use the drop down to select the appropriate plan. Click Submit Form Request and the change of plan form will be sent to your Holy Cross email. Print this form and bring it to your advisor, the appropriate department chair and your class dean for signatures. **If you are adding a second major you will also receive an email with a double major planning form attached.** You must complete this form indicating how you will fulfill the requirements of both majors along with all other degree requirements in your remaining semesters at the College. This form should be submitted to your Class Dean.

Drop Plan: If you select Drop Plan, you will be asked to indicate the plan you are dropping. Click Submit Form Request and the change of plan form will be sent to your Holy Cross email. Print this form and bring it to your advisor, the appropriate department chair and your class dean for signatures.
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Change in Advisor:

You can use this form to request a change in advisor. Because specific faculty members may be scheduled to go on leave or may have a large number of advisees, we cannot guarantee that you will be assigned to your first choice of advisor. Thus the form requires that you select three possible advisors.

On the change in advisor form, you will be required to select the advisor you are changing using the drop down. You then should type in three faculty members that you would like to request as an advisor. After completing all three fields, select the Submit Form Request button and the change in advisor form will be sent to your Holy Cross email. Print this form and bring it to your class dean.