

Advisor Reassignment Protocol

Any advisor about to go on sabbatical or leave institution works with advisees to identify a new advisor prior to sabbatical. Advisor sends to the Registrar a list of their advisees' new advisor preference prior to the start of the next semester.

In the event that a new advisor is **not assigned prior** to faculty going on sabbatical...

1. **Declared majors** – Director of Advising and Academic Support Services (DAASS) sends list of declared majors to the chair of the department of said major. Chair is responsible for making new advisor assignments according to department protocols. Chair makes a list of new advisor assignments and forwards to the Registrar for processing prior to the start of the next semester. Registrar processes new advisor assignment.
2. **“Exploring-major”** – Director of Advising and Academic Support Services (DAASS) sends list of exploring-majors to the chair of the department of said major. Chair is responsible for making new advisor assignments according to department protocols. Chair makes a list of new advisor assignments and forwards to the Registrar for processing prior to the start of the next semester. Registrar processes new advisor assignment.
3. **“Exploring” students** – DAASS reassigns all “exploring” students among members of the entire Rollins Community based on interests and to ensure timely graduation. DAASS sends Registrar list of new advisor assignments for processing. Registrar processes new advisor assignment.