

REQUEST FOR TIMETABLE CHANGE

Name: _____ **Date:** _____

Directions:

1. You must figure out if your course change is possible by referring to the MASTER SCHEDULE forms.
2. Complete this form with requested information (course codes, section numbers).

DROP

Course Code - Section #

ADD

Course Code - Section #

- Reason:**
- failure of or prerequisite
 - fill blank on timetable
 - changed mind on selected courses

Parent Signature (unless 18)

Student Signature

***ALL SIGNATURES ABOVE MUST BE PRESENT TO PROCEED WITH PROCESS!**

Counsellor

*** PLEASE NOTE THAT STUDENT FEE MUST BE PAID BEFORE TIMETABLE REQUEST WILL BE PROCESSED!**