REQUEST FOR A TIMETABLE CHANGE
2011/2012

Students must make an app't to change their Timetable.

NOTE: STUDENTS MUST

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1. State reason for change.
2. Write down the Name, Code and Section of the course to be added.
3. *Attach timetable to this form.*

If this form is not complete, the request WILL NOT be granted.

PART A: STUDENT NAME (print) _____

Grade _____

Home Phone #_____

Date _____

PART B: REQUEST : (use correct code and section ie: ENG4C1-01)

Delete _____ Add _____

Delete _____ Add _____

Delete _____ Add _____

Reason for request is:

- ❑ Timetable is not balanced in terms of workload
- ❑ Failed the prerequisite course
- ❑ Changed my post secondary plans
- ❑ Require change of level

Other/Explanation:

_____

Parent Signature _____

Student's request will be resolved based on availability.
One Appointment per Student.

Counsellor Notes: