



INSTRUCTIONS:

1. Fill out the student section of this form and print it
2. Take it to the instructor of the class for which you are requesting a schedule adjustment
3. If approved, bring the signed form to **Enrollment Services** to complete the adjustment to your schedule.

STUDENT SECTION:

Name _____ SID _____

Course _____ Item # _____

Student signature _____ Date _____

INSTRUCTOR SECTION:

Type of schedule adjustment: ☐ Allow time conflict ☐ Section change (of same course) ☐ Misplacement within a multi-level subject

Instructor name (required) _____

Instructor signature (required) _____

Date _____

IMPORTANT:

Forging an instructor's signature is a serious violation of the BC Student Code of Conduct and may result in suspension from the college.