

# Request to Switch Section Form

## UCSB Department of Psychological & Brain Sciences

**Instructions:** For a student to switch to a different section of a course they *are currently enrolled in*, the student must get this sheet signed by their **current section TA** as well as the **TA of their desired section**. They must attend Week 1 of section in either class, but should be regularly attending the desired section by Week 2.

**Rules:** Please note filling out this form does not guarantee a switch; it is a request identifying your preference. Add codes will be distributed based on availability: final class size is up to Advisor discretion. If granted a switch, the student must make the change for themselves before the “last day for all students to add via GOLD by 11:45PM” (usually Week 3). **No Late Add Forms will be accepted to switch sections. This is not a Waitlist.**

*To make a request, return this form to Psych East 1814.*

Name: \_\_\_\_\_ Perm: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

**Current** Section: Psy # \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Attended First Week: Yes__ No__ Initials ____
--

TA Name: \_\_\_\_\_ Signature: \_\_\_\_\_ →

**Desired** Section: Psy # \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Attended First Week: Yes__ No__ Initials ____
--

TA Name: \_\_\_\_\_ Signature: \_\_\_\_\_ →

Received by: _____ Processed by: _____
---

----- Below Section for Office Use -----

Date: \_\_\_\_\_ Add Code: \_\_\_\_\_

_____ Emailed _____ In-Person
----------------------------------