

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: _____

TA Name: _____ Signature: _____ →

Attended First Week: Yes__ No__ Initials ____
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Desired Section: Psy # _____ Day(s) of Week: _____ Time: _____

TA Name: _____ Signature: _____ →

Attended First Week: Yes__ No__ Initials ____
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Received by: _____ Processed by: _____

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

Date: _____ Add Code: _____

_____ Emailed _____ In-Person
