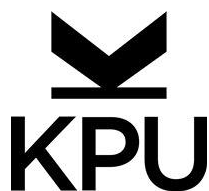


# PERMISSION TO SWITCH SECTIONS



Submit to any Student Enrolment Services office ([www.kpu.ca/ses](http://www.kpu.ca/ses)) or Office of the Registrar.  
Approval expires **five** business days after the latest Instructor's, Dean's or Registrar's signature.  
We may contact you via your Kwantlen email address while processing this request. This form is only to be used to switch sections of the EXACT same class, e.g. ENGL 1100 S10 to ENGL 1100 S11.  
There must be a seat in the section you wish to switch to. This form is only to be used after the last day to register online.

Student Information		
Student ID	Name	
Phone Number	Reason (please explain your request)	
Student Signature		
Date		
Request to switch from:		
Current Course (subject & number)	Section and CRN	Term & Year

Request to switch to:		
Course (subject & number)	Section and CRN	Term & Year
Authorization to register in new section:		
Instructor & department (please print)	Signature	Date

<b>Note:</b> <ul style="list-style-type: none"><li>After the third week of classes (20% of the course). <u>Instructor and Dean signatures are required.</u></li><li>After the eighth week of classes (50% of the course). <u>Instructor, Dean, and Registrar signatures are required.</u></li></ul>	
Dean	Registrar (or designate)

Office use only		
Received by: Name & department (please print)	Date Received	Date Processed