

CHEM 351 F20 TEMPORARY CHANGE OF LABORATORY SECTION

(a) **NAME:** _____ **I.D. #:** _____

EXPERIMENT TITLE: _____

(b) **Regular Laboratory Section** Day _____

Time _____

TA name _____

(c) **Make up Laboratory Section** Day _____

Time _____

TA name _____

(d) **Reason for Change of Laboratory Section**

(e) **Signature of Chem 351** **Lab. Coordinator:** _____

Date _____

ZOOM MEETING DETAILS <https://ucalgary.zoom.us/j/> _____

Passcode : _____

DIRECTIONS

1. **COMPLETE** sections **a-d** of this PDF form using the information on the Laboratory Sections page of the Course Homepage (or D2L).
2. **Save** the form as YOURNAME.pdf (e.g. *mickeymouse.pdf*) (If you don't do this, the form will NOT be processed and will be returned to you for correction).
3. **Email the completed PDF form** (as a pdf) to the course **Laboratory Coordinator** to get it approved. **NOTE** this **must be at least 24 hrs** in advance of the alternate session that you hope to attend.
3. Once approved (part (e)), the form will be emailed back to you and you will be provided with the laboratory meeting information.
4. If your make up laboratory is in the same week as other students completing the experiment, then your report is due as the same time as other students in your registered laboratory section.