

## 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.