

## CHEMISTRY 351 / 353

### TEMPORARY CHANGE OF LABORATORY SECTION

(a) **NAME:** \_\_\_\_\_ **I.D. #:** \_\_\_\_\_

**EXPT.TITLE:** \_\_\_\_\_

(b) **Regular Laboratory Section** Day & Date \_\_\_\_\_  
Time \_\_\_\_\_  
Section and room \_\_\_\_\_  
TA name \_\_\_\_\_

(c) **Make up Laboratory Section** Day & Date \_\_\_\_\_  
(ideally this should be in the same Time \_\_\_\_\_  
Room as your regular section if you Room \_\_\_\_\_  
need glassware) TA name \_\_\_\_\_

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

(e) **Signature of Chem 351/ 353 Lab. Coordinator:** \_\_\_\_\_

Date \_\_\_\_\_

(f) **TA signature:** \_\_\_\_\_

(at make up section) Date \_\_\_\_\_

### **DIRECTIONS**

1. **COMPLETE** sections **a-d** of this PDF form using the information on the Laboratory Sections page of the Course Homepage (or D2L). **Save** the completed form as yourname.pdf (e.g. mickey\_mouse.pdf).
2. **Email the completed PDF form** (as a pdf) to the course **Laboratory Coordinator** to get it approved. **NOTE** if you are doing a different experiment to the rest of the class, 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. **Print out a copy** to take to the make up laboratory.
4. When you attend the alternate laboratory make yourself known to the TA at the start of the laboratory period and then get the form **SIGNED** (part (f)) by the TA when you are ready to leave the laboratory (this confirms you attendance and makes sure the TA knows you are there).
5. **ATTACH** the form to your laboratory report (it will not be graded if the form is missing).
6. The due date for the report for the experiment you are making up depends on the timing:
  - a. If your make up laboratory is in the same week as other students complete the experiment, then your report is due at the same time as other students in your registered laboratory section.
  - b. If your make up laboratory is the week after other students complete the experiment, then your report is due to the laboratory coordinator by noon the following Monday.