

## 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** the active fields in parts **a-d** of this PDF form using the information on the Laboratory Sections page of the Course Homepage (or D2L). The course coordinator will add the TA name based on logistical choices.
2. **Save** the form as YOURNAME.pdf (e.g. *mickeymouse.pdf*) (If you don't do this, the form will NOT be processed and you will need to resubmit).
3. **Email the completed PDF form (in pdf format** otherwise it will not be processed and you will need to resubmit) 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, the form will be emailed back to you and you will be provided with the TA name and laboratory meeting information.
4. Typically, your reports are due at the same time as other students in your registered laboratory section unless there are extenuating circumstances that have prior approval.