

CHEMISTRY 351 / 353

TEMPORARY CHANGE OF LABORATORY SECTION

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

EXPT.TITLE: _____

(b) **Regular Laboratory Section** Day & Date _____
Time _____
Section and room B _____ EEEL _____
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 EEEL _____
need glassware) TA name _____

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

Signature of Chem 351/ 353 Lab. Coordinator: _____

Date _____

TA signature: _____

(at make up section) Date _____

DIRECTIONS

1. **COMPLETE ALL** of 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 by the Laboratory coordinator (signed) 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** by the TA once you have completed the experiment and are ready to leave the laboratory (this confirms your attendance and makes sure the TA knows you are there).
5. **ATTACH** the signed 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.