

## CHEM 351/353 TEMPORARY CHANGE OF LABORATORY SECTION

READ THE DIRECTIONS before completing the form.

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

COURSE: CHEM \_\_\_\_\_ EXPT TITLE: \_\_\_\_\_

(b) Regular Laboratory Section Day \_\_\_\_\_

Time \_\_\_\_\_

TA name \_\_\_\_\_

(c) Make up Laboratory Section Day (1) \_\_\_\_\_ Time (1) \_\_\_\_\_

OR (alternate time) Day (2) \_\_\_\_\_ Time (2) \_\_\_\_\_

(d) Reason for Change of Laboratory Section\*

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

Date \_\_\_\_\_

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

TA name \_\_\_\_\_

Passcode : \_\_\_\_\_

### DIRECTIONS

1. **COMPLETE ALL** parts of 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 first alternate session that you hope to attend to allow time for the form to be processed.
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.