

## MATH Tutorial Change Request

# Return to Drop Box

Please note that the SECTION program is no longer operational. Therefore, you cannot change your Math tutorial without the department's assistance.

If you have a **SERIOUS\* conflict**, please complete & drop this form off in the drop box labeled "Math Tutorial Change" located in the main area of the Computer & Mathematical Sciences, 4<sup>th</sup> Floor, Instructional Centre. Be sure to attach a copy of your timetable. Please allow 3-5 business days for the department to review your application for change.

- **Name** \_\_\_\_\_

- **Student Number** \_\_\_\_\_

- **Email (please print)** \_\_\_\_\_

- **Course** \_\_\_\_\_ **Version (F or Y):** \_\_\_\_\_

- **Current Tutorial** (include tutorial number and day/time)

\_\_\_\_\_

- **Desired Tutorial** (include tutorial number and day/time and *please provide a few options*)

\_\_\_\_\_

\_\_\_\_\_

- **Reason you are requesting to change your current tutorial:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**YOU MUST attach a copy of your timetable.** Please be advised that the department office will review your timetable and you will be assigned to a tutorial that fits your schedule. We cannot assign you to a tutorial that is full unless you have a serious conflict. The department may contact you for more information.

**\*Due to the volume, unjustified requests will not be responded to – your request must be valid for the department to consider.**

*Thank you.*