Request to Switch Section Form
UCSB Department of Psychological & Brain Sciences

Instructions: For a student to switch to a different section of a course they are currently enrolled in, the student must get this sheet signed by their current section TA as well as the TA of their desired section. They must attend Week 1 of section in either class, but should be regularly attending the desired section by Week 2. Rules: Please note filling out this form does not guarantee a switch; it is a request identifying your preference. Add codes will be distributed based on availability: final class size is up to Advisor discretion. If granted a switch, the student must make the change for themselves before the “last day for all students to add via GOLD by 11:45PM” (usually Week 3). No Late Add Forms will be accepted to switch sections. This is not a Waitlist.

To make a request, return this form to Psych East 1814.

Name: ___________________ Perm: ______________ Quarter/Year: __________________

Current Section: Psy #__________ Day(s) of Week: __________ Time: __________
TA Name: __________________________ Signature: _____________________

Attended First Week:
Yes__ No___ Initials____

Desired Section: Psy #__________ Day(s) of Week: __________ Time: __________
TA Name: __________________________ Signature: _____________________

Attended First Week:
Yes__ No___ Initials____

Received by: _______  Processed by: _______

Below Section for Office Use  

Date: ___________ Add Code: __________

_______ Emailed
_______ In-Person