



INSTRUCTIONS:

1. Fill out the student section of this form and print it
2. Take it to the instructor of the class for which you are requesting a schedule adjustment
3. If approved, bring the signed form to **Student Central** to complete the adjustment to your schedule.

STUDENT SECTION:

Name _____ SID _____

Course _____ Item # _____

Student signature _____ Date _____

INSTRUCTOR SECTION:

Type of schedule adjustment:	Allow time conflict	Section change (of same course)	Misplacement within a multi-level subject
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Instructor name (required) _____

Instructor signature (required) _____

Date _____

IMPORTANT:
**Forging an instructor's signature is a serious violation of the
 BC Student Code of Conduct and may result in suspension from the
 college.**

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.

Student Central
 Student Services Building, B125 3000
 Landerholm Circle SE Bellevue, WA
 98007

www.bellevuecollege.edu/sc-requests