



Application for Change of CAS Lab/ Tutorial/ Seminar Group Allocation

YOUR DETAILS

Full Name:

Unit
Number:

Your Student No.:

CURRENT ALLOCATION

Day:

Time:

Room:

Q1. I cannot attend my allocated class because:

I enrolled late into this unit.

Provide evidence of your late enrolment.

**it clashes with a work, sporting, family
or other commitment that I cannot
reschedule or forego without serious
hardship.**

Complete Q2.

Q2. Please provide a written explanation of why you require a swap (in addition to evidence you tried to use the School of Psychological Science Lab Swap Forum in LMS).

Q3. List your availability for other classes

The capacity of our lab/ tutorial/ seminar venues is restricted by regulations and access to equipment. You must list as many options as you can to ensure that we can accommodate your request.

Monday:	8am	Tuesday:	8am	Wednesday:	8am
	9am		9am		9am
	10am		10am		10am
	11am		11am		11am
	12pm		12pm		12pm
	1pm		1pm		1pm
	2pm		2pm		2pm
	3pm		3pm		3pm
	4pm		4pm		4pm
	5pm		5pm		5pm

Thursday:	8am	Friday:	8am
	9am		9am
	10am		10am
	11am		11am
	12pm		12pm
	1pm		1pm
	2pm		2pm
	3pm		3pm
	4pm		4pm
	5pm		5pm

Comments on availability

Make sure that you have attached:

[Late Enrolment] Evidence of your late enrolment.

[Other commitments] Evidence you tried to use the School of Psychological Science Lab Swap Forum.

SIGNED:

DATE:

Office Use Only

Added to CAS Group (or no action taken)

Student advised by (initials and date)