



### Section/ English Group Changing/ Inform Schedule' Request Form

Date: \_\_\_\_\_

Subject: Section/ English Group Switching/ Inform schedule of Semester: \_\_\_\_ / \_\_\_\_

To: Deputy Dean for Academic Administration of the Faculty of ICT, Mahidol University

FOR OFFICE USE:

Recipient: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I  Mr.  Miss \_\_\_\_\_ Student ID:

Current Student Year: \_\_\_\_\_ Section: \_\_\_\_\_ Major: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Would like to request as followings:**

#1 Switch my (current) section from section: \_\_\_\_\_ to section: \_\_\_\_\_

#2 Switch/Change group of English subject (subject ID) ITLG: \_\_\_\_\_ Subject Title: \_\_\_\_\_

From (current) Gr.: \_\_\_\_\_ Aj.: \_\_\_\_\_

To Gr.: \_\_\_\_\_ Aj.: \_\_\_\_\_

*Request #1 & #2 are required to provide the reason & get a switch person. The switch person please identify in below part*

Reason: \_\_\_\_\_

**Switch person part**

Switching with  Mr.  Miss \_\_\_\_\_ Student ID: \_\_\_\_\_ I acknowledged this

switching request and I will switch my current section: \_\_\_\_\_ to section: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#3 Retake/Re-grade student informs their registered subjects (write down subject(s) on the backed page table)

#4 Student requests to be assigned to subject group (write down subject(s) & Group on the backed page table)

**Remarks:**

1. Student who requests for #2 and #3, you need to fill out class schedule table at the back page of the form.
2. The form must submit to Academic Administration not later than end of first week of the semester.
3. Only completed fulfilling request form will be considered, please make sure that you have done that.

Student signature: \_\_\_\_\_

Deputy Dean for Academic Administration/ Instructors' opinion

Allowed  Not allowed  Other \_\_\_\_\_

Because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Signature: \_\_\_\_\_

(Dr. Pattanasak Mongkolwat)

Deputy Dean for Academic Administration

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Original Schedule		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Subject Code	Subject Code	9:00-12:00 am	9:00-12:00 am	9:00-12:00 am	9:00-12:00 am	9:00-12:00 am	9:00-12:00 am
Subject	Subject						
Instructor	Instructor						
Year	Year						
Sec	Sec						
Group	Group						
1:00-4:00 pm	1:00-4:00 pm						
Subject Code	Subject Code						
Subject	Subject						
Instructor	Instructor						
Year	Year						
Sec	Sec						
Group	Group						
6:00-12:00 am	6:00-12:00 am						
Subject Code	Subject Code						
Subject	Subject						
Instructor	Instructor						
Year	Year						
Sec	Sec						
Group	Group						
Revised Schedule	Revised Schedule						

Remark: 1. Scheduling conflicts cause, please use only red pen writing.

2. Regular Classes (not-retake) need to remain one section.