

VENTURA COLLEGE

SET YOUR COURSE

ADMISSIONS & RECORDS OFFICE

4667 TELEGRAPH ROAD, VENTURA, CA 93003

PHONE: (805) 289-6457

REQUEST TO CHANGE COURSE SECTION OR LEVEL

POLICY

Request must be filed in the Admissions & Records office by the eighth week of the semester. All transfers must be approved by the receiving instructor. Transfers must be approved by the division dean if the request is initiated by the instructor.

Student Name: _____ Student ID: 900_____

Email: _____ Phone Number: (____) _____ - _____

Section 1: Section / Level Change for Spring 20____ Summer 20____ Fall 20____

ADD Course Name & Title: _____ CRN: _____ Instructor: _____

DROP Course Name & Title: _____ CRN: _____ Instructor: _____

Reason for requesting a change: _____

Student Signature: _____ Date: _____

Section 2: Receiving Instructor Approval Approved Denied

Instructor Name: _____ Instructor Signature: _____ Date: _____

Section 3: Division Dean Approval – (Required if request is initiated by instructor) Approved Denied

Dean Name: _____ Dean Signature: _____ Date: _____

A&R Office Use Only: APPROVED DENIED Initial: _____ Date: _____