


ORANGE COAST COLLEGE
SECTION CHANGE PETITION SLIP

PLEASE READ: For sections that have multiple instructors listed for lecture and lab, all instructors will need to sign off on the section change.

Form Submission: The student needs to submit this form to **OCCfacultyservices@ccd.edu from their CCCD student e-mail address or the the Enrollment Center within a week of the Instructor's Signature.** This form can either be printed and hand signed, or signed electronically.

Submission Deadlines: No Section Changes will be processed after the last day to withdraw from the course. Please refer to OCC's [Dates to Remember](#) webpage or your [Student Class Program \(Web Schedule Bill\)](#) for specific course deadlines.

Important Information: Students who originally selected P/NP as the grading option for their course, must submit a new [P/NP form](#) for the new section they are adding. P/NP request does not transfer to the new section.

NAME _____ **ID#** _____ **TERM/YEAR** _____
 First and Last Name

Student Acknowledgment & Responsibility:

I acknowledge that I have read all the guidelines provided and understand that I am responsible for the grade received in the section I am adding.

Student's Signature

DROP		ADD	
_____ CRN No.	_____ Course Name (e.i. MATH A100)	_____ CRN No.	_____ Course Name (e.i. MATH A100)

Instructor's Approval for added section:

 Instructor's Name (please print) Instructor's Signature Date

COMPLETE THIS SECTION IF THERE ARE MULTIPLE INSTRUCTORS FOR THE ADDED SECTION

Instructor's Approval for added section (Complete this section if a 2nd instructor is listed):

 Instructor's Name (please print) Instructor's Signature Date

Instructor's Approval for added section (Complete this section if a 3rd instructor is listed):

 Instructor's Name (please print) Instructor's Signature Date