



**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 **Enrollment Services** 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 or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities in which it operates... Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/).

**Enrollment Services**  
**Student Services Building, B125**  
**3000 Landerholm Circle SE**  
**Bellevue, WA 98007**  
**(425) 564-2222**  
**enrollment@bellevuecollege.edu**