Petitions to Change Pre-registered Core Classes

To Change Sections of Literature Humanities
Changes to pre-registered sections of Literature Humanities can be made through the online registration system until Friday, September 16th. If a student is unable to make a needed section change online, the Core Office will consider petitions (petition forms available in 202 Hamilton) from students to change Literature Humanities sections beginning on Tuesday, September 6th at 9:00 am in 202 Hamilton Hall. Please try to change sections online before submitting a petition to the Core Office. Changes will only be made for students who have conflicts with another Core class, major requirement, or varsity athletic practice.

Petitions will be accepted until Monday, September 12; after that date, students must make any changes through the online registration system. Registration for all Core classes ends on Friday, September 16th.

To Change Sections of Frontiers of Science
Changes to pre-registered sections of Frontiers of Science must be requested by petition (petition forms available in 202 Hamilton) beginning on Tuesday, September 6th at 9:00 am in 202 Hamilton Hall. Changes will only be made for students who have conflicts with another Core class, major requirement, or varsity athletic practice.

All requests must be made in person by filing a petition with the Core Office in 202 Hamilton. Petitions will be accepted until Monday, September 12; after that date, students must make any changes through the online registration system. Registration for all Core classes ends on Friday, September 16th.

To Change Sections of University Writing (petition on page 2 of this document)
The best way to change your UW section is for you to find someone with whom to trade sections. If you find someone with whom to trade, both of you should come in person to 310 Philosophy Hall during the week of the New Student Orientation Program (NSOP) to make the trade. If you do not find someone with whom to trade, you may still submit a petition to change your UW section. The deadline to file this petition is Wednesday, August 31st at 4 pm. All petitions must be submitted to 310 Philosophy Hall. Please note that we do not over-enroll UW sections for any reason.

To reverse the order of University Writing and Frontiers of Science (petitions on pages 3-4 of this document)
Columbia College students with a compelling reason to reverse the order of their enrollment in University Writing and Frontiers of Science may fill out a petition in person on Wednesday, August 31st by 4pm. Petitions must include a strong argument as to why one course should take precedence over the other. Even with a compelling reason, the granting of a petition is not automatic, as it depends on availability in both University Writing and Frontiers of Science.

SEAS students must take the Art of Engineering and University Writing in the order they have been pre-registered.
UNIVERSITY WRITING: Petition to Change Sections or Enroll

All petitions must be submitted to 310 Philosophy, by 4pm, Wednesday, August 31, 2016.
Students are responsible for checking their schedules on SSOL to determine their new section.

Students may submit a petition if they are:
1. not enrolled in a section; or
2. currently enrolled in a section that causes an irreconcilable conflict with a required course, athletic practice, or other academic obligation.

NAME (please print): _____________________________________________________   UNI: __________

SELECT:
O Not currently enrolled in a section
O Currently enrolled in course/section ________________________ that conflicts with projected schedule.

NATURE OF CONFLICT:
O Required class (please specify course name and time):
______________________________________________
O Other academic obligation (please specify):
______________________________________________
O Sports schedule (signature from your Advising Dean required):
______________________________________________

Select at least three choices from the time-slots below.
Mark them—1, 2, 3, etc.—in order of preference. You must make at least three selections. You may choose standard University Writing sections (Contemporary Essays) and/or themed sections.

University Writing: Contemporary Essays

University Writing: Readings in American Studies

University Writing: Readings in Gender & Sexuality

University Writing: Readings in Sustainable Development
__ MW 1:10–2:25   __ TR 2:40–3:55

University Writing: Readings in Human Rights

University Writing: Readings in Data Sciences

University Writing for International Students (specifically designed for English language learners):

I understand that this petition will only be granted IF there is sufficient space in the time-slots that I indicated.

Student Signature______________________________________________________

Office Use Only    Assigned Section: _____________________________ Initials: __________
Columbia College

Petition to Switch from University Writing to Frontiers of Science

Name (Print): ____________________________ UNI: ____________

Please bring the completed petition to 202 Hamilton Hall.

Petitions are due by 4pm, Wednesday, August 31, 2016.

___ I want to switch from University Writing to Frontiers of Science.

I am currently enrolled in course/section ____________________________.

STUDENTS WILL BE REGISTERED FOR THE DISCUSSION SECTION AND THE LECTURE.

THE LECTURE IS ON MONDAYS, 10:30 AM TO 12:00 PM.

Select at least three choices from the time-slots below for the Discussion section.

Mark them—1, 2, 3, etc.—in order of preference.

Tuesday 10:10-12:00 _____ Wednesday 10:10-12:00 _____ Thursday 10:10-12:00 _____
Tuesday 12:10-2:00 _____ Wednesday 12:10-2:00 _____ Thursday 12:10-2:00 _____
Tuesday 2:10-4:00 _____ Wednesday 2:10-4:00 _____
Tuesday 4:10-6:00 _____ Wednesday 4:10-6:00 _____
Tuesday 6:10-8:00 _____ Wednesday 6:10-8:00 _____

I understand that this petition will only be granted IF there is space in the time-slots I indicated.

Student Signature_____________________________________________________

Office Use Only  Assigned Section__________________ Initials_____________
Columbia College
Petition to Switch from Frontiers of Science to University Writing

Name (Print): _______________________________  UNI:______

All petitions must be submitted to 310 Philosophy, by 4pm, Wednesday, August 31, 2016. Students are responsible for checking their schedules on SSOL to determine their new section.

___ I want to switch from Frontiers of Science to University Writing

Reason: ______________________________________________

Select at least three choices from the time-slots below.
Mark them—1, 2, 3, etc.—in order of preference. You must make at least three selections. You may choose standard University Writing sections (Contemporary Essays) and/or themed sections.

University Writing: Contemporary Essays

University Writing: Readings in American Studies

University Writing: Readings in Gender & Sexuality

University Writing: Readings in Sustainable Development
___ MW 1:10–2:25 ___ TR 2:40–3:55

University Writing: Readings in Human Rights

University Writing: Readings in Data Sciences

University Writing for International Students (specifically designed for English language learners):

I understand that this petition will only be granted IF there is sufficient space in the time-slots that I indicated.

Student Signature: ________________________________________________

Official Use Only    Assigned Section_______________    Initials____________    Fall 2015