CLASS CHANGE FORM

If you must cancel a class, please be sure to inform either: (a) the vice dean of your area, or (b) Sherin Guirguis of your absence at least two weeks prior to submitting this form to the Front Office to post. Once approval is granted:
(1) copy of this form should be posted on the classroom door and (1) copy should be submitted to the Undergraduate Coordinator's office.

<table>
<thead>
<tr>
<th>PROFESSOR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS NAME</td>
<td>TIME</td>
</tr>
<tr>
<td>CLASS NUMBER</td>
<td>ROOM</td>
</tr>
</tbody>
</table>

CLASS CANCELLATION

- DO NOT WAIT
- WAIT FOR TA
- OTHER:

CLASS CHANGE

- NEW CLASS LOCATION:
- NEW MEETING TIME:
- FIELD TRIP:
- OTHER:

http://roski.usc.edu