

Graduate Student and Coterm Section Change Form

Submit in person to:
Student Services Center
Tresidder Memorial Union, 2nd Floor
Monday - Friday, 9 a.m. - 5 p.m.
<http://helpsu.stanford.edu/?pcat=ssc>



Mail or fax to:
Office of the University Registrar
Stanford University
630 Serra Street, Suite 120
Stanford, CA 94305-6032
Fax: (650) 725-7248

Student Information:

Last or Family Name 	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Department Name	Email Address

Instructions: a Graduate Section Change Form must be submitted:

- to change sections of a course in which you are currently enrolled in after the add deadline
- or to change from the undergraduate section to the graduate section of a course (e.g., from a 100-catalog number to 200-catalog number of the same course)

The deadline to submit this form is the last day of classes in the affected quarter. Allow 3-5 business days before changes are reflected in Axess. Submit completed form to the address, fax, or email above.

You must only change sections within the same course; this form may not be used for late unit or grading basis changes or late adds or drops of courses.

You may address questions regarding section changes to registrar@stanford.edu.

Section Change Requested: complete all information following. Find the current and new "class #'s" on Axess.

Subject Code and Catalog Number	Units	Grading Basis
Current Section (e.g., 01)	Current Class # from Axess (e.g., 21614)	Current Instructor Name
New Section (e.g., 02)	New Class # from Axess (e.g., 41612)	New Instructor Name

Undergraduate to Graduate Section Change Requested: use this portion of this form when changing from an undergraduate catalog number (e.g., 199) to a graduate catalog number (e.g., 299) in the same course. Find the current and new "class #'s" on Axess.

Subject Code and Catalog Number	Units	Grading Basis
New Catalog Number		
Current Section (e.g., 01)	Current Class # from Axess (e.g., 21614)	Current Instructor Name
New Section (e.g., 02)	New Class # from Axess (e.g., 41612)	New Instructor Name

Signatures and Approvals

Signature of Student	Date
Signature of New Section Instructor	Date