ICT (AA) – V10: 22 Dec. 2022

Section/ English Group Changing/ Inform Schedule' Request Form

Date: _____

Subject: Section/ English Group Switching/ Inform schedule of Semester: ___ /_____

To: Assistant Dean For Academic Affairs of the Faculty of ICT, Mahidol University

FOR OFFICE USE:
Recipient: _____
Date: _____/_____/_____

I, ☐Mr. ☐Miss _____ Student ID: ☐☐☐☐☐☐☐

Current Student Year: _____ Section: _____ Major: _____

Mobile Phone: _____ Email: _____

Would like to request as followings:

☐ **#1** Switch my (current) section from section: _____ to section: _____

☐ **#2** Switch/Change group of English subject (subject ID) ITLG: _____ Subject Title: _____

　　From (current)　　Gr.: _____ Aj.:_____

　　To　　　　　　　Gr.: _____ Aj.:_____

Request #1 & #2 are required to provide the reason & get a switch person. The switch person please identify in below part

Reason: _____

_____

Switch person part (Requests with no swapped persons will be considered based on the reasons given.)

Switching with ☐Mr. ☐Miss _____ Student ID: _____ I acknowledged this

switching request and I will switch my current section: ____ to section: ____, Signature_____ Date: _____

☐ **#3** Retake/Re-grade student informs their registered subjects (write down subject(s) on the backed page table)

☐ **#4** Student requests to be assigned to subject group (write down subject(s) & Group below)

　　I would like to be assigned to Subject ID: _____ Subject Title: _____,

　　Section/ Group _____, Instructor: Aj._____

Remarks:

1. **Student who requests for #2 and #3, you need to fill out class schedule table at the back page of the form.**

2. ***Student are required to list all registered subjects with class schedule in provided table next page, submit the form without the class time information may cause your request will not be considered.***

3. The form must submit to Academic Administration not later than end of first week of the semester.

4. Only completed fulfilling request form will be considered, please make sure that you have done that.

Student signature: _____

Assistant Dean For Academic Affairs / Instructors' opinion

☐ Allowed　　　　　　☐ Not allowed　　　　　　☐ Other _____

Because: _____　　Signature _____

_____　　　　　(Dr. Thanapon Noraset)

Instructor's Signature _____　　Assistant Dean For Academic Affairs

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Date: _____/_____/_____

Schedule of Name: _____ **ID:** _____ **Year:** _____ **Section:** _____ **Major:** _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Original Schedule	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**
	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____
	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____
	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____
	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____
	1.00-4.00 pm.	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**
	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____
	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____
	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____
	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____
Revised Schedule	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**	**9.00-12.00 am.**
	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____
	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____
	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____
	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____
	1.00-4.00 pm.	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**	**1.00-4.00 pm.**
	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____	Subject Code_____
	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____	Subject_____
	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____	Instructor_____
	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____	Year____ Sec____ Group____

Remark : 1. Scheduling conflicts cause, please use only red pen writing.

2. Regular Classes (not-retake) need to remain one section.