

## **TIMBERLINE 2<sup>nd</sup> SEMESTER CLASS CHANGE INSTRUCTIONS**

Beginning December 13, 2011 class change forms will be available in the counseling office or may be printed from the Timberline website.

**THE LAST DAY TO SUBMIT CLASS CHANGE FORMS IS WEDNESDAY, JANUARY 18, 2012**

### **INSTRUCTIONS**

1. Read the CLASS CHANGE POLICY below.
2. Print and complete the CLASS CHANGE FORM.
3. Pay the **NON-REFUNDABLE** processing fee at the finance window.
4. Submit your completed form to the counseling office.

### **CLASS CHANGE POLICY**

- There is an **NON-REFUNDABLE** processing fee of \$5.00 which must be paid to the finance office *before* submitting your form to counseling. Counselors do not take payments. No exceptions will be made to this policy.
- Counselors will begin making changes to schedules on January 9, 2012. Changes are made on a first come, first served basis.
- Students will be notified once the request has been processed. The student must attend all classes as they are scheduled until notified of a change.
- **The last day to submit the form is WEDNESDAY, January 18, 2012.**