

# 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  
482 Galvez Mall, 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.

Address questions regarding section changes to the Student Services Center, <http://helpsu.stanford.edu/?pcat=ssc>.

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

Term/Year	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 or ExploreCourses.

Term/Year	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