



Admissions and Records
 Phoenix College
 1202 W. Thomas Road
 Phoenix, Arizona 85013
 Office: 602.285.7777
 Fax: 602.285.7813

EVEN CLASS EXCHANGE

Forms available at www.pc.maricopa.edu
 Students>Admissions and Records>Forms

SEMESTER OF ENROLLMENT FALL SUMMER SPRING 20_____

College Student ID Number **Social Security Number**
 OR

Legal Name (Last, First, Middle) _____
Mailing Address _____ **Apt#** _____
City _____ **State** _____ **Zip Code** _____
Home Phone _____ **Other Phone** _____ **Ext.** _____

Even Class Exchange Requests are generated by the faculty/department to accommodate a student who needs to switch the same titled class but attend at a different date/time (example: work schedule change). This does not involve refunding the student. It should be noted that switching classes with a different start date may negatively impact the student's financial aid awards, veteran educational benefits, and/or any other educational assistance. The Even Class Exchange Request form **MUST** be completed and submitted for proper department chair approvals prior to A&R processing.

Justification: _____

One Class Exchange per form.

All Approval Signatures are Required.

	Class Number (13245)	Subject & Catalog No. (ENG101)	Units	Class Start Date	Drop Reason Code	Required Signatures
D R O P						INSTRUCTOR'S SIGNATURE FROM DROPPED CLASS
						INSTRUCTOR'S SIGNATURE FROM ADDED CLASS
A D D						DEPARTMENT CHAIR OR DESIGNEE

STUDENT SIGNATURE **DATE**



Processed by (initials): _____ **Date:** _____