Hunter College School of Social Work

Special Scheduling Request Form

Summer 2009

(To be submitted only if there is a special scheduling request)

This special request form is designed for students who commute a long distance (more than 2 hours), have child/elder care responsibilities or other documented outside obligations that limit their flexibility when selecting courses. Special request forms are not for instructor preference.

It is important to be timely in submitting this form. It must be submitted before the start of registration. We will not be able to respond to requests for changes after registration begins and classes are closed. If there is any chance that you can only attend a section at a specifically listed time, you should submit this form. **You should then proceed to register at your regular time. If you have a problem, we then will work to help you construct a schedule that responds to your scheduling needs.**

Name_____

Student Identification Number:_____

Phone Number:_____

E-Mail Address:_____

Program: (circle one) 2 Year One Year Residency Advanced Standing
Bank Street Dual Degree Accelerated

Year or Time Frame (circle one) First-Year Second Year TFI TFII

Major Method:

Nature of Problem or Conflict (Attach documentation, i.e. Letter from employer, letter from Child Care Center, etc.)

Schedule Request: (indicate course and day/time) (please use back if needed)

Return to Irene Vargas, Assistant to Dean Savage, HCSSW, 129 East 79 Street, NY, NY 10021 Fifth floor or via fax at 212-452-7150.